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RAILROAD CORRESPONDENCE FILE

BY

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Revised and Supplemented

BY

JOHN L. HANNA

Chairman of "Committee on Handling Correspondence"

The Pennsylvania Railroad Company

1910

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BY W. H. WILLIAMS

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INTRODUCTION

TO FIRST EDITION

Almost the first work that I did in the railroad service was the overhauling and re-indexing of the file in the Engineer's office in which I was employed. I have been re-indexing files ever since.

In 1897 and 1898 I placed the files of the Superintendents' and Engineers' offices on the several Divisions of the Pennsylvania Lines West of Pittsburgh on a uniform basis of indexing, and the results were so very satisfactory that I endeavored to extend the system to the offices of the General Officers; it was, however, found incapable of such expansion.

I then asked Mr. W. H. Williams to examine the methods in use in the business concerns and railroad offices, both here and abroad, and make a study of the Dewey Decimal System. The result of his studies is the index now put out by him for general use, and which has proven entirely effective in the offices in which it has been introduced.

L. F. LOREE,
President B. & O. R. R. Co.

June 1, 1902

RAILROAD CORRESPONDENCE FILE

PREFACE

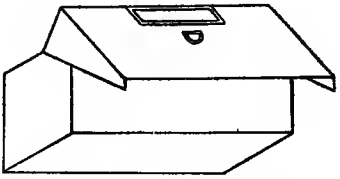
Just what the original method of filing correspondence was, it is difficult to say, but it has often been remarked, for the benefit of the File Clerk, that the best file is a "barrel." You know the correspondence you want is there somewhere though it may require a great part of the day to find it. This could possibly be improved upon by threading a needle and stringing the letters when received, thus insuring that they would, at least, be in date order.

Some of the English Railroads formerly fastened together with a brad all the papers bearing the same file number, attached a backing sheet, and glued the latter to a page in a large invoice book, the volume and page number of the book serving as the file number. The papers are pulled loose each time they are needed, frequently destroying the leaf to which attached and making it necessary to transfer the papers. The books soon fall apart and have to be rebound every few years. This practice has been largely discontinued though there are a few roads in Europe and one or two in this country where such books are being used.

With the introduction of typewriters the correspondence has steadily increased so that a receptacle for filing papers is not all that is required. In addition, there must be some method of providing an index to the subject treated in the correspondence, so that it can be readily located.

FILE BOXES. Durability is an important requirement, and experience has demonstrated that the cheaper grades of file boxes made of paper are not satisfactory. Document file boxes—about 8½ inches wide, 5 inches high and 10 inches long—which are made of wood or metal, while fairly satisfactory, necessitate folding the papers, causing considerable annoyance and inconvenience in handling large batches of correspondence which have been filed for some time. Metal boxes—12½ inches long, 9½ wide, 5 inches high, and open on

the side (as shown by cut below)—permitting of filing correspondence without folding have lately been introduced and have proved very satisfactory.



Another method, especially adapted to the Decimal Classification, is to file the correspondence vertically flat in drawers, using an envelope for each file number. Guide cards can be used with this system the same as with the card index.

FILE NUMBERS. Probably less attention has been given this branch of the subject than any other. The general practice is to number subjects in regular numerical order as they arise. This is further amplified by assigning new numbers to sub-divisions of the subjects and to correspondence of particular importance, and, later, to that relating to two or more of these sub-divisions of the same subject. The File Clerks look upon the several subjects, or sub-divisions, in a different light, and we soon find many duplicate numbers; for instance, instead of having but one number for all correspondence relating to matters affecting but one city or town, as say No. 51 for all correspondence relating to Chicago, Illinois, the correspondence relating to sidings at that point is given one number, that relating to depots another number, etc., and then correspondence relating to any two of these subjects is frequently given yet another number until there may be some 300 or 400 file numbers for Chicago. Other File Clerks may give correspondence relating to each individual track a distinctive number, and others a new number to correspondence relating to any one track each time the matter comes up for consideration; for example, for a siding built at Chicago in 1880, instead of filing it under No. 51, it is filed under No. 511; if, in 1881, an extension of this siding be requested, the correspondence relating thereto is placed in file No. 555, etc. As a result we find in one Superintendent's office 300 numbers, and in another Superintendent's office, 25,000 file numbers. The last named method is largely in vogue on the English Railroads, and, in November, 1900,

1
201
401
601
801
1001
1201
1401

the General Manager's office on one of the Roads in that Country had 1,360,000 file numbers, though the volume of the correspondence is little, if any, in excess of that handled in the office of General Manager on any of the larger Railroads in this Country.

One of the English Roads begins with No. 1 each year and assigns a new number to each matter brought up during the year, and averages from 20,000 to 25,000 file numbers per annum. Another, while endeavoring to file under one number all correspondence relating to a particular accident, assigns a distinctive number to each, and, assuming there is an average of three accidents a day, they create over 700 file numbers per annum for this subject alone. The creation of so many numbers causes the subject index to become practically useless, necessitating frequent revision and increased clerical force. While formerly File Clerks attended to various matters other than filing the correspondence, they are now barely able to handle the file alone; and, on the English Railroad, having 1,360,000 file numbers, they have ten file clerks, eight of whom are kept busy locating old correspondence, it frequently requiring from three to four days to locate papers relating to other than current work, while in the United States we should look with suspicion on the File Clerk who required more than five minutes, one or two minutes being considered entirely adequate.

If a matter come before the Board of Trade or Parliament, the old files are gone over and all correspondence pertaining to it are placed in a separate file, which requires another index and adds to the confusion.

While the English Railroads have too many file numbers, some of the Roads on the Continent have gone to the other extreme in restricting the subjects for each office. For instance, on one Road the officer having charge of the signals and telegraph is permitted to have but eight file numbers, viz:

Signals at Stations (arranged alphabetically).
Signals on Line (according to geographical location).
Signals, General.
Personal.
Material.
Supplies for Office.
Affairs, General.
New Schemes.

The Freight Departments of some of the larger Railroads in the United States, recognizing the necessity for some improvement in the numbering, recently adopted what is known as the Block System—the assignment of a "block" or "series" of numbers to a group of subjects or a certain territory. They were particularly fortunate in having an official classification covering practically all commodities handled by freight service—some 16,000—and in knowing the points of origin and destination for the bulk of the shipments of each class. They use 470 basic numbers, composed of 250 items in the official classification and 220 subjects relating to Transportation, Accounts, Maintenance of Way, Maintenance of Equipment, Law, etc., arranged in alphabetical order; to each of these they have assigned 100 numbers, indicating points of origin and destination, making a total of 47,000 file numbers.

This arrangement separates the correspondence on allied or kindred subjects, two or more of which are sometimes included in one letter, as for instance, the products of mines—coal, ore, coke, etc.—While the mineral traffic may count for but little in the office of one Division Freight Agent it may embrace over one-half of the correspondence in the office of another Division Freight Agent. The same is true regarding grains—corn, wheat, oats, etc. So that one-half of the correspondence is filed in 500 numbers, leaving 46,500 for the other half. As about two-thirds of the correspondence on any subject is filed in the general number assigned to it, one-third of the total correspondence relating to mineral traffic would be filed in the general number, so that two-ninths of the total correspondence is filed in one number and 46,999 numbers are provided for the other seven-ninths, i. e., 13,428 file numbers are furnished for filing the same amount of correspondence that is filed in the one general number assigned to mineral traffic on one Division, in the one general number assigned to grain traffic on another Division, etc. While the subdivision of the first forty numbers is the same in all offices, each office makes its own sub-division for the remaining sixty numbers, and, as the file number is put on all letters and messages, we see "Replying to your letter of the 16th—my file 34,650, your file 34,660, etc."

Since the inauguration of this system, through billing has been established between points on the Pacific Coast and points on the Atlantic Coast, and should through Trans-continental Routes be estab-

lished—as seems entirely probable—difficulty will be experienced in providing proper sub-divisions to show points of origin and destination.

The libraries have had an analagous experience in securing a suitable classification for their books which would not be too narrow and too specialized, but seem now to have arrived at a satisfactory solution of the problem through the introduction of the Decimal Classification of Melvil Dewey.

Before commencing his task, Mr. Dewey read and carefully studied all works bearing upon the subject and was helped by more than a hundred specialists. In 1891 there were in the United States 4,000 libraries with 50,000,000 volumes, and one-fourth of these libraries were affiliated with the Library Association and using the system developed by Mr. Dewey. Ninety per cent of the libraries that have been reclassified and virtually all the new libraries started in the last five years are using the system. He divided human knowledge into ten classes, designated by the figures 0 to 9:

0 General Works.	5 Natural Science.
1 Philosophy.	6 Useful Arts.
2 Religion.	7 Fine Arts.
3 Sociology.	8 Literature.
4 Philology.	9 History.

Each of these classes has ten divisions, each division has ten subdivisions, etc.

Mr. Weissenbruch, Secretary of the International Railway Congress, has used the Decimal Classification of Mr. Dewey as a basis for providing a classification for railway literature, and an International Bibliographical Institute has been established at Brussels, where they probably have the most complete railway reference library in the world. With the decimal classification they are able to find anything desired without a moment's delay.

There are several objections to using Mr. Weissenbruch's index in filing correspondence, and many reasons why a new basis should be established. After going over the matter with Mr. Weissenbruch and the International Bibliographical Institute people, the conclusion was reached that the railroad departments ought to be used as a basis, making the sub-divisions in the same manner as Mr. Dewey and Mr. Weissenbruch have done.

The following has therefore been used:

0 GENERAL.

- 00 Miscellaneous.
- 01 Officers and other employes.
- 02 Material and supplies.
- 03 Insurance.
- 07 Relations with Federal, State and Municipal Governments.
- 08 Relations with other Companies.

1 EXECUTIVE AND LEGAL DEPARTMENT.

- 11 Constitution and By-Laws.
- 12 Charter.
- 13 Lines Owned.
- 14 Lines Controlled.
- 15 Lines Operated.

2 FINANCE AND ACCOUNTS.

- 21 Finance.
- 22 Accounts.

3 ROADWAY AND STRUCTURES.

- 30 Roadway and Structures—General.
- 31 Right of way.
- 32 Crossings and Highways.
- 33 Roadbed.
- 34 Tracks.
- 35 Buildings.
- 36 Electrification of Tracks.
- 37 Waterways.

4 EQUIPMENT AND SHOPS.

- 40 Equipment—General.
- 41 Rolling Stock.
- 42 Floating Equipment.
- 43 Shops.

5 TRANSPORTATION AND STORAGE.

50 Transportation and Storage—General.
51 Tracks and Terminals—Working.
52 Trains.
53 Locomotives—Utilization of.
54 Cars—Utilization of.
56 Safety measures, Signals.
57 Telegraph and telephones.
58 Accidents.

6 TRAFFIC.

60 Traffic—General.
61 Passenger traffic.
62 Freight traffic.
63 Baggage, handling and transportation of.
64 Mail, transportation of.
65 Express, transportation of.

9 LOCAL FACILITIES AND AFFAIRS.

No. 6, for example, is sub-divided as follows:

60 Traffic, Rates, etc., general.
61 Passenger traffic.
62 Freight traffic.
63 Baggage.
64 Mail.
65 Express.

No. 62 is sub-divided as follows:

620 Freight traffic, general.
621 Products of agriculture.
622 Animals and animal products.
623 Products of mines.
624 Products of the forest.
625 Manufacturing.

No. 621 is sub-divided into:

621.1 Canned and bottled goods.
621.2 Groceries.
621.3 Grain and grain products.
621.4 Fruits and Vegetables.
621.5 Tropical Products.
621.6 Nuts.
621.9 Other.

No. 621.3 is sub-divided into:

621.301 Seeds.
621.302 Hay.
621.303 Straw.
621.304 Brooms and broom corn.
621.305 Flax, Hemp and Jute.
621.31 Wheat.
621.32 Corn.
621.33 Oats.
621.34 Rye.
621.39 Other Grains.

The Naught is used in all cases to represent general subjects; therefore, 620—Freight Traffic—is sub-divided into:

620.1 Freight Rates.
620.2 Weighing and Inspection.
620.3 Routing and Billing.
620.4 Soliciting Freight Traffic.
620.5 Loading and Handling.
620.6 Milling in transit.
620.7 Freight Bills, collection and credit.
620.8 Freight Claims.

Each of these classes can be further sub-divided; showing how easily the system can be applied to the most varied of subjects.

Owing to the fact that correspondence relating to local matters in any one town almost invariably combines two or more subjects, No. 9 has been used for providing a number for each station on the Lines, the idea being that so far as possible correspondence will be filed

according to location. The correspondence in connection with improvements in the passenger station at Cheboygan, for instance, also covers improvements to the freight station, the opening and closing of public streets, removal of the shops, elevation of tracks, additional crossing watchmen, belt line around the town, entrance of other railroads, etc. It is hard to determine just in what way any of these matters will come up in the future and a number could hardly be provided in any other way that would take care of all of them.

All topics printed in black-face type in the index are further divided in tables where one may see the sub-heads. These numbers should be looked up in the full tables of sub-sections.

*The advantages of the Decimal System as applied to correspondence files are:

1. It can be applied with ease to the most varied subjects and the most minute details can be classified by a few figures which represent their relationship, and show their dependence upon or subordination to one another.
2. When any new topic arises it is always closely related to some existing head, and combining it with the nearest head by adding a decimal place makes abundant room for the new comer. The system is thus capable of unlimited expansion, and can never break down for lack of room for growth.
3. Not only are all papers sought bound together but the most nearly allied subjects precede and follow, they in turn being preceded and followed by other allied subjects as far as practicable.
4. Correspondence on allied subjects are sure to be separated, sooner or later, in every file arranged on the common plan, unless it be frequently re-arranged and re-indexed, and the great amount of labor involved renders this impracticable and very undesirable.
5. Our small Arabic numbers are made to tell of each letter or batch of correspondence both what it is and where it is.

* Decimal Classification.—Dewey.

6. While the total file numbers recommended is quite large, as a matter of fact the file can be said to consist of but ten numbers, viz., 0 to 9 inclusive; the other numbers being sub-divisions of these ten general heads for the convenience of the File Clerk in placing the papers in the file in a systematic manner so they can be quickly located when wanted.

7. Correspondence can be readily located without reference to the subject index.

SUBJECT INDEX. The practice has been to use a book for providing an index to the file numbers, but owing to the creation of so many new numbers—making it impossible to ever have an index in perfect condition and making it necessary to frequently rewrite it—a more elastic index has long been regarded as necessary. With the common systems of numbering, the card index affords the best solution of the difficulty, permitting of the addition of new subjects at any time without in any way distorting the original arrangement of the subjects and file numbers. The card index has now been in use long enough to thoroughly demonstrate its many advantages over other systems. All advantages secured by the decimal classification with regard to filing papers apply with equal force to the card system for indexing subjects.

Its use tends to minimize the imperfections of the old systems of numbering files; for instance, while in one year 1,000 numbers would be created on a road for accidents and it would be practically impossible to group these in a subject book, by the use of the card index all entries covering accidents are brought together, though requiring no less than 100 cards per annum and 1,000 cards for ten years. It would greatly facilitate matters to sub-divide the general subject of accidents by filing together all reports of accidents occurring within certain territory or on one Division, and arranging the same in date order.

It is believed the correspondence of any Railroad Office can be filed under the subjects herewith, and that no further index is necessary provided care be exercised to see that cross references are made; for instance, while correspondence relating to legislation in Texas about right-of-way fences would be filed in .07, because correspondence relating to color of signals, number of men per train and other bills before

the Legislature of that State would be reported on in the same letter, reference to these items should be made in the file numbers assigned to the various subjects.

RECORD OF CORRESPONDENCE.

Growing out of the imperfections of the present system many roads use what is known as the "Record of Correspondence," being a complete record of every letter passing in and out of the office. Like the "large car," it may be said to have been made to "beat the rule, instead of to meet the rule."

Under the present system it is made necessary because—

A. There is no systematic classification of file numbers, and owing to duplication, etc., spoken of above, some index is needed to determine in which of a dozen or more files a particular batch of correspondence has been placed.

B. The book subject index is seldom up-to-date.

C. Correspondence is constantly being sent out of the office (either handed to some one or forwarded with pencil notation) without the File Clerk being given an opportunity to secure a record of it.

D. Correspondence is held out of the files owing to delay in making reply to letters received.

E. Carbon copies of letters forwarded are not filed until an answer to them has been received.

These conditions, however, can be eliminated:—

a and b. By adopting the decimal classification of numbers.

c. By writing a letter instead of handing a batch of correspondence to some one for his information or for additional data.

d. This is only serious when considered in connection with "c," it then being necessary to go over all the papers on the desks in order to determine whether the correspondence is in the file or has been handed to some other Officer.

e. By making an additional copy of each letter requiring an answer. For this a special second sheet should be provided and stamped "Copy" or "Awaiting a Reply."

With the introduction of a systematic file system in the Division Superintendents' Offices on one of the more important lines, they discontinued taking a record of correspondence, and the taking of impression copies of out-bound mail. In one of the General Offices where such a record is kept, they have not had occasion to refer to it during the past two years, thus indicating that, with a systematic arrangement of numbers and a satisfactory index to the subjects, the continuance of the "Record of Correspondence" is not justified.

The time now devoted to keeping up the Record of Correspondence can be utilized to advantage in other work.

The State Railways in one of the countries on the Continent undertook to keep a record of all correspondence passing between any two or more Departments, or going to or coming from one of the Railway Ministers, and established a bureau for this purpose. Originally but one book was used, but finding considerable difficulty in locating just what was wanted another book was started for "Important Correspondence" and afterwards a book for "Very Important Correspondence," and so on, until now they have six or eight books, one of them being devoted entirely to correspondence to and from the Railway Ministers. The man in charge of the Record Bureau determines in which book each letter will be recorded.

They have given up the idea of recording all correspondence and record only about one-half of it, also determined by the man in charge of the Record Bureau. A number is stamped on each letter as it is recorded but it has no reference to the file number. If a letter be received today it may be numbered 5,651,420, while if tomorrow a letter on the same subject is received it will be numbered 5,652,000, depending upon the number of letters received in the interim, and if an inquiry be made regarding an entry in the record they go over first one book, then another, and so on until it is located, or failing to find it, they decide it was not of sufficient importance to justify entry in the record. There is little, if any, merit in the system, and it certainly does not warrant the expense of twelve or fifteen clerks.

GENERAL. The work can be greatly facilitated by dividing the file into two parts—a "working file" and a "storage file"—the subjects and numbers being the same for both, the correspondence on each subject for one year constituting a volume.

At the end of, say 1900, the correspondence for the year 1899 in the working file would be transferred to the storage file, a year later the correspondence for the year 1900 would be transferred, and so on—all the correspondence for at least the last year being in the working file. In transferring from the working to the storage file, advantage should be taken of the opportunity thus afforded to destroy such papers, documents, correspondence, statements, etc., as have no further value. Officers having charge of construction work will find it possible to destroy from 75 to 90 per cent of the correspondence relating to work after the contracts have been entered into and the work completed and accepted.

It is very desirable that so far as practicable each letter be confined to a single subject. When two or more subjects are contained in one letter a note should be placed in the file represented by the minor subject indicating in what file the correspondence can be found.

If the correspondence be filed flat as recommended, a file wrapper can be provided by folding a sheet of paper twice the size of the ordinary letter-head, providing space on the back thereof for the file number and the subject.

Care should be exercised in the selection of a File Clerk with a view to securing a competent, intelligent and trustworthy person, and he should be entrusted with the opening of all letters excepting those marked "Personal," "Private" or "Confidential." He should have at least one year's prior experience in the office as Stenographer or Clerk in some capacity which permits of his becoming familiar with the various subjects covered by the current correspondence. The service could be further improved by requiring the various File Clerks to periodically attend meetings for the purpose of discussing any questions which may arise; and, in this connection, it might be well to conduct an examination similar to the examination of Trainmen on the Book of Rules.

Where possible to do so, advantage has been taken of the Decimal Classification perfected by Mr. Dewey and the Library Bureau.

Mr. Weissenbruch and the President and Secretary of the International Bibliographical Institute have rendered great assistance, and I am also under many obligations to the Officers and Clerks on the Pennsylvania Lines for their interest, encouragement and help.

June 1, 1902.

A DECIMAL CLASSIFICATION
FOR
INDEXING
RAILWAY CORRESPONDENCE AND RECORDS

0 General.

1 Executive and Legal.

2 Finance and Accounts.

3 Roadway and Structures.

4 Equipment and Shops.
(Maintenance of Shops, see Section 3.)

5 Transportation and Storage.

6 Traffic, Rates.

7

8

9 Local Facilities and Affairs.

000 General.

001 Associations, miscellaneous.

001.01 Membership in.

001.1 Clubs.

001.6 Commercial Organizations.

001.61 Boards of Trade, Chambers of Commerce, Shippers' Associations, etc.

001.62 State and County Fairs.

001.63 Expositions.

001.64 World's Fairs.

001.7 Political Associations.

002 Statistics, General.

003 Books and periodicals, newspapers, etc.

003.01 Clipping Bureaus and Clippings.

003.02 Information for Publication.

003.021 Publicity Bureaus.

003.6 Company Publications.

004 Correspondence.

004.01 Personal (Private) Correspondence.

004.011 Invitations to Luncheons, Banquets and other Functions.

004.1 Manner of Handling.

004.11 Addresses and Mailing Lists.

004.2 Requests for Replies.

004.3 Filing.

004.6 Complaints—Miscellaneous.

004.7 Threatening Letters, Anonymous Communications, etc.

004.8 Information for Other Companies and Individuals.

005 Addresses and Speeches.

007 Meteorology.

007.1 Weather Reports.

008 Bacteriology, Chemical and Physical Labortory.

008.1 Tests and Experiments—General.

010 Officers and Employes.

010.01 **Letters of Introduction.**
010.02 **Engagements and Appointments.**
010.03 **Biographies and Obituaries.**

010.031 Death of Employes.

010.04
010.05
010.06 **Employes Engaged in Other Pursuits.**

010.061 Employes employed part time by other than Railroad Companies.

010.062 Employes' investment in industries served by the Company.

010.07 **Employes in Politics.**
010.08 **Joint Employes.**
010.09 **Employes of Affiliated Concerns.**

010.091 Employes of Pullman Company.
010.092 Employes of Express Companies.
010.093 Employes in U. S. Mail Service.

010.1 **Staff and Other Meetings.**
010.2 **Classification of Employes.**

010.201 Number of employes in service.
010.202 List of Officers, Chief Clerks, etc.

010.21 **Officers.**

010.217 Legal Department employes.

010.22 **Clerks, Stenographers, Messengers, Janitors and Other Office Assistants.**
010.23 **Maintenance of Way Employes.**
010.24 **Shop and Maintenance of Equipment Employes.**

010.241 Apprentices.

010.25 **Transportation Department Employes.**

010.251 Engineers and Firemen.
010.252 Conductors and Trainmen, Train Baggagemen, Train Porters, etc.
010.253 Yard Masters and Yard Service Employes.
010.254 Agents and Station Employes.

010.26 **Traffic Department Employes.**
010.28
010.29 **Other Employes.**

010.3 **Gratuities for Employes or their Families.**

010.31 **Privileges for Employes.**
010.32 **Funeral Expenses of Employes.**

010.4 **Committees, Appointments, Reports, etc.**

011 Relations with Officers and Other Employes.

011.01 Increase and decrease in force.

011.1 Employment, Promotions, Appointments, etc.

011.101 Employment Bureaus.

011.11 Applications for Employment.

011.12 Rules Governing the Employment of Men.

011.120.1 Instruction of Employes Before Entering Work. Qualifying for positions.

011.120.2 Location of Homes with Reference to Place of Work.

011.121 Age Limit for Employes.

011.122 Physical Requirements for Employes.

011.122.1 Sight, Hearing, etc., of Employes.

011.122.2 Physical Examination and Condition of Employes.

011.122.3 Employment for Injured Employes.

011.123 Mental Requirements, Education, etc., of Employes.

011.124 Nationality of Employes. Employment of Aliens.

011.13 Appointments of Employes to Offices.

011.14 Promotion and Transfer of Employes.

011.141 Seniority Rules Affecting Promotion, Transfer, etc.

011.141.1 Advertising Vacancies.

011.15 Statutory Requirement Relative to Capacity of Employes.

011.151 Stationery Engineers' and Firemen's Licenses.

011.18 Resignations and Dismissals of Employes.

011.181 Reinstatement of Employes Discharged or Resigned.

011.2 Rules and Regulations for Employes.

011.201 Arrangement of Clerical Forces.

011.202 Duties of Employes.

011.21 Books of Rules and Regulations for Employes.

011.210.1 Examination of Employes on Rules and Regulations.

011.211

011.212 General Instructions to Traveling Auditors.

011.213 General Instructions to Maintenance of Way Employes.

011.214 General Instructions to Shop and M. of E. Employes.

011.215 Book of Rules Governing Movement of Trains.

011.216 General Instructions to Station Agents.

011.217 General Instructions to Conductors Regarding Reports, etc.

011.22 Staff and Discipline Record.

011.221 Records of Employes.

011.221.1 Conduct of Employes, Complaints against Employes, etc.

011.221.2 Disobedience of Orders, Neglect of Work, Insubordination, etc.

011.221.3 Employes Absent From Work Without Permission.

011.221.6 Efficiency Reports on Employes.

011.221.7 Employes Carrying Firearms.

011.221.8 Meritorious Acts of Employes.

011.222 Discipline of Employes.

011.222.1 Standard Discipline, Supervision, etc.
011.222.2 Book, or Brown, System of Discipline.

011.223 Issuance to Employes of Credentials, Clearance Cards, Congratulatory Letters, Letters of Recommendation and Commendation.

011.227 Debts of Employes, Failure to Pay, etc.

011.3 Welfare and Educational Work for Employes.

011.301 Methods of Safeguarding Employes.

011.31 Aid Associations for Employes.

011.311 Relief Department.
011.312 Insurance for Employes.
011.313 Savings Fund for Employes.

011.32 Pension Fund for Employes.
011.33 Rest and Recreation for Employes.

011.331 Reading, Rest and Bunk Rooms.
011.332 Young Men's Christian Association.
011.333 Employes, Recreation Grounds, Parks, Athletic Fields, etc.
011.334 Model Homes, Villages, etc., for Employes.
011.338 Old Age, Orphan Homes, etc., for Employes.

011.34 Railway Libraries.
011.35 Schools and Scholarships for Employes.

011.351 Lectures for Employes.
011.352 Courses of Study for Employes.
011.353 Schools for Agents and Operators.
011.354 Endowed Scholarships.

012 Wages and Salaries.

012.01 Monthly Allowance for Expenditures for Wages and Salaries.
012.02 Piece Work.

012.1 Salaries of Employes.

012.11 Salaries of Officers.
012.12 Salaries of Clerks to Officers.
012.13 Salaries of Other Monthly Men.

012.2 Daily, Hourly and Trip Rates.

012.21 Wages, Station Labor.
012.22 Wages, M. of W. Employes, Track Labor.
012.23 Wages of Shop and Other M. of E. Employes.
012.25 Wages of Men in Train and Yard Service.
012.29 Wages of Other Men.

012.3 **Hours of Labor.**
- 012.301 Meal Hour.
- 012.302 Working Hours—Increasing or Decreasing.

012.31 **Overtime.**
012.32 **Leave of Absence, Vacations, Furloughs.**
012.33 **Night Work.**
012.34 **Holidays, Observance of.**
- 012.341 Picnics.

012.35 **Sundays, Working on.**
012.37 **Laws Regulating Hours of Labor.**

013 Labor organizations, strikes, grievances.

013.1 **Strikes—Miscellaneous.**
- 013.101 Strikes as a Problem, Opinions on, etc.
- 013.102 Boycotts.
- 013.103 Injunctions.

013.2 **Labor Organizations.**
- 013.201 Number of Employes Members of Orders.
- 013.202 Employes Wearing Lodge Badges.

013.21 **Brotherhood of Locomotive Engineers.**
013.22 **Brotherhood of Locomotive Firemen and Enginemen.**
013.23 **Brotherhood of Railroad Trainmen.**
013.24 **Order of Railroad Conductors.**
013.25 **Order Railway Telegraphers.**
013.26 **American Railway Union.**
013.27 **American Railway League.**
013.28 **Association of Station Agents.**
013.29 **Other Labor Organizations.**
- 013.291 Railway Loyal League.
- 013.292 Railway and Telegraph Employes Political League.
- 013.293 Trackmen's Union.
- 013.294 Freight and Baggagemen.
- 013.295 Shopmen.
- 013.296 Car Inspectors.
- 013.297 Clerks.

013.3 **Grievances.**

014 Minors and women—Employment of.

014.1 **Minors' Release.**

018 General matters.

018.1 Morals.

- **018.11** Use of Intoxicating Liquors.
- **018.12** Smoking on Duty.

018.2 Appearance of Employes.

- **018.21** Uniforms for Employes.

018.3 Hygiene.

- 018.301 Board of Health.
- **018.31** Vaccination of Employes.
- **018.32** Quarantine.

020 Material and Supplies—General.

020.01 Catalogues.

*020.1 Specifications.

*When relating to any particular material, correspondence should be filed under number assigned to it.

020.11 Inspections, Tests, Analyses, etc.
020.12 Standardizing Material.

020.2 Material and Supplies on Hand.

020.201 Material Charged Out in Advance of Use.

020.21 Inventory of Material and Supplies.
020.22 Depreciation of Value of Stock.
020.23 Surplus and Obsolete Material—Disposition of.
020.24 Scrap.
020.25 Refuse Material, Handling.
020.26 Stock Limit.

020.3 Stock Account (Classification of Materials).

020.4 Methods of Handling and Storing Material.

020.41 Expense of Handling.

020.5 Orders, Requisitions, Manner of Handling, etc.

020.51 Rebates on Material.
020.52 Economy in Ordering Material.
020.53 Delay in Receiving Material.
020.54 Checking Receipt of Supplies.
020.55 Emergency Material—Manner of Ordering, etc.
020.56 Return of Wrong or Defective Material.

020.6 Material for Other Companies and Individuals, Orders for, etc.
020.7 Material, Manufacture of, at Shops.
020.8 Material, Marking of, for Identification Purposes. Stamping with Maker's Name.

021 Building material and supplies.

021.1 Lumber, Piling, Switch and Bridge Timber.
021.2 Brick, Stone, Sand, Slate, Cinder, etc.
021.3 Lime, Cement, Concrete.

021.31 Concrete Mixers.

021.4 Paints and Varnishes.
021.5 Glass and Putty.
021.6 Hardware.
021.7 Tile.
021.8 Felt, Hair, etc.
021.9 Other Building Material.

022 Heating and lighting material.

022.1 Heating Material.

022.11 Stoves and Stove Material.

022.12 Steam Heat Apparatus and Supplies.

022.13 Water Heating Apparatus and Supplies.

022.14 Electrical Heating Apparatus and Supplies.

022.19 Other Heating Materials.

022.2 Lighting Material.

022.201 Matches.

022.21 Lamps and Torches.

022.211 Electric.

022.212 Oil.

022.213 Gas.

022.214 Carburettor.

022.215 Candle Lamps.

022.219 Other Lamps.

022.22 Lanterns.

022.23 Illuminants.

022.231 Gas.

022.232 Oil.

022.233 Gasoline.

022.234 Alcohol.

022.24 Lamp and Lantern Supplies.

022.241 Burners.

022.242 Wicks.

022.243 Chimneys.

022.244 Shades.

022.245 Globes.

022.246 Frames.

022.247 Lenses.

022.249 Other Lamp and Lantern Supplies.

023 Fuel for Company use.

023.01 Tests and Inspection.

023.02 Quality.

023.03 Supply.

023.031 Confiscation of.

023.032 Orders and Contracts.

023.034 Storing and Stocking.

023.1 Bituminous Coal.
023.2 Anthracite Coal.
023.3 Wood and Charcoal.
023.4 Coke.
023.5 Gas.
023.6 Oil.
023.9 Other (Miscellaneous).

024 Metals.

024.1 Cast Iron.
- 024.11 Iron Castings.

024.2 Wrought Iron.
- 024.21 Wrought Iron Forgings.
- 024.22 Sheet Iron.

024.3 Steel.
- 024.31 Steel Castings.
- 024.32 Steel Forgings.
- 024.33 Tool Steel.

024.4 Springs.
024.5 Alloys.
- 024.51 Brass.
- 024.52 Bronze.
- 024.53 Solder.
- 024.54 Bearing Material.

024.6 Minor Metals, Copper, Tin, Lead, Zinc, Antimony, Babbitt, etc.
024.7 Bolts, Nuts, Rivets, Screws, Cotters, Nails, Washers and Turnbuckles.
024.8 Forgings.
024.9 Other.
- 024.91 Wire.
  - 024.911 Iron Wire.
  - 024.912 Copper Wire.
  - 024.913 Cables.
  - 024.914 Wire Netting.
- 024.92 Chain.

025 Office Supplies.

025.1 Furniture.
- 025.11 Desks.
- 025.12 Chairs and Stools.
- 025.13 Sofas.
- 025.14 Tables.

025.15	**Filing Cabinets and Ticket Cases.**
025.16	**Bookcases.**
025.17	**Safes.**
025.19	**Other Office Furniture.**
025.2	**Stationery.**
025.21	**Blank Forms and Blank Books.**
025.211	Printing.
025.212	Numbering.
025.213	Binding Books, Binders, etc.
025.22	**Circulars and Miscellaneous Printing.**
025.221	Passenger Tariffs—Printing.
025.222	Freight Tariffs—Printing.
025.223	Stock, Bonds and Mortgages—Printing.
025.224	Tickets and Cash Fare Checks—Printing.
025.225	Time Tables—Printing.
025.23	**Duplicating Apparatus and Material.**
025.231	Typewriters and Typewriter Supplies, Phonographs.
025.232	Carbon Paper.
025.233	Mimeograph, Hektograph, Stylograph, Dausacme, Neostyle, etc.
025.234	Copying Presses.
025.235	Photographic Supplies.
025.236	Blue Print Machines.
025.24	**Stationery Supplies.**
025.241	Drawing Material.
025.242	Stamps, Postage, Postal Cards.
025.243	Stamps—Rubber and Dating.
025.244	Rubber Bands.
025.245	Paper.
025.246	Shipping Tags.
025.247	
025.3	**Computing Machines.**
025.5	**Office Decorations and Fittings.**
025.51	**Carpets, Matting, Oilcloth, Linoleum, etc.**
025.52	**Wall Paper.**
025.53	**Photographs and Pictures.**
025.9	**Other Office Material.**

026 Machinery and tools. (See also 431.)

026.1 Engines.
- 026.11 Stationary.
- 026.12 Hoisting.
- 026.19 Other Engines.

026.2 Boilers.

026.3 Track Tools.
- 026.31 Ballast Forks.
- 026.32 Ballast Unloaders.
- 026.33 Picks.
- 026.34 Rail Benders.
- 026.35 Rail Tongs.
- 026.36 Track Gauges.
- 026.37 Rail Cutters.
- 026.39 Other Track Tools.

026.4 Hand Tools.
- 026.41 Hatchets, Hammers, etc.
- 026.42 Saws.
- 026.43 Shovels.
- 026.44 Handles.
- 026.45 Vises.
- 026.46 Files.
- 026.49 Other Hand Tools.

026.5 Drills.
- 026.51 Twist.
- 026.52 Track.
- 026.53 Upright.
- 026.54 Pneumatic.
- 026.55 Bits.
  - 026.551 Auger.
  - 026.552 Machine.
- 026.56 Braces.

026.6 Grindstones and Emery Wheels.

027 Conducting transportation, material and supplies.

- 027.01 Ice.
- 027.02 Hay and Straw.

027.1 Dining Cars and Restaurants.
- 027.11 Culinary Supplies.
- 027.12 Knives and Forks.
- 027.13 Dishes.
  - 027.131 China and Glassware.
- 027.14 Groceries, Meats, etc.
- 027.19 Other Dining Car Supplies.

027.2 Telegraph and Telephone Supplies.
- 027.21 Telegraph and Telephone Wire.
- 027.22 Battery Material.
  - 027.221 Blue Vitriol.
  - 027.222 Sulphate of Copper.
  - 027.223 Zinc.
  - 027.224 Battery Jars.
  - 027.229 Other Battery Material.
- 027.23 Telegraph Instruments.
- 027.24 Telephone Instruments.
- 027.25 Telephone and Telegraph Switchboards.

027.3 Train Supplies.
- 027.31 Fusees and Torpedoes.
- 027.32 Baggagemaster Supplies.

027.4 Material for Company Stables.

027.5 Laundry and Toilet Supplies.

027.6 Water Coolers and Supplies.

027.7 Material and Supplies for Wrecking Equipment.

027.9 Other C. T. Material and Supplies.

028 Interlocking and signal material.

029 Other material and supplies.

029.1 Car and Locomotive Trimmings and Fixtures, Fittings.
- 029.11 Car Trimmings.
  - 029.111 Basket Racks. (See also 412.45.)
  - 029.112 Bell Cord.
  - 029.113 Upholstering Material.
- 029.12 Window Fittings. (See also 412.3).
  - 029.121 Sash Lifts.
  - 029.122 Sash Balances.
  - 029.123 Sash Stops.
  - 029.124 Curtains.
  - 029.125 Screens.
  - 029.126 Awnings and Awning Material
- 029.13 Door Fittings.
- 029.14 Locomotive Fittings.
- 029.19 Other Locomotive and Car Material.

029.2 Cleaning Compounds and Appliances.
- 029.21 Soap.
- 029.22 Modoc and Other Compounds.
- 029.23 Brooms and Brushes.
- 029.24 Dusters.
- 029.25 Wiping Cloths.
- 029.26 Sponges.
- 029.29 Other Cleaning Material.

029.3	**Leather, Rubber Goods and Fibre Ware.**
029.31	**Leather Goods.**
029.32	**Belting.**
029.321	Belt Lace.
029.33	**Rubber Goods.**
029.34	**Hose.**
029.341	Air.
029.342	Tank.
029.343	Steam Heat.
029.344	Signal.
029.345	Fire.
029.346	Garden.
029.349	Other.
029.5	**Dry Goods.**
029.51	**Duck.**
029.52	**Bunting.**
029.53	**Blankets and Bedding.**
029.7	**Lubricants, Packing and Waste.**
029.701	Handling of.
029.71	**Packing and Gaskets.**
029.72	**Waste.**
029.73	**Lubricants, Supply of.**
029.731	Orders and Contracts.
029.74	**Cutting and Drilling Compounds.**
029.8	**Plumbing Supplies, Pipe, etc.**
029.81	**Pipe.**
029.811	Wrought-iron Pipe.
029.812	Cast-iron Pipe.
029.813	Sewer Pipe.
029.82	**Fittings—Plumbers'.**
029.83	**Coverings.**
029.84	**Tools—Plumbers'.**
029.89	**Other Plumbing Material.**
029.9	**Other Material (Miscellaneous).**
029.91	**Rope and Cordage.**
029.92	**Baskets.**
029.93	**Seeds.**
029.94	**Pumps.**
029.95	**Pulleys.**
029.96	**Chemicals and Drugs.**
029.961	Acids.
029.962	Disinfectants and Appliances.
029.963	Laboratory Supplies.
029.964	Boiler Compounds.

029.97 **Fire Extinguishers.**

029.98 **Barrels, Bags, Carboys, etc.**

029.99 **Miscellaneous.**

029.991 Salt.

029.992 Bicycles.

029.993 Anti-freezing Devices and Material, Snow Melting Devices.

030 Insurance.

030.01 Insurance Statements.

030.1 Fire Protection.

030.11 Fire Department and Apparatus.
030.12 Fire-Alarm System.
030.13 Automatic Sprinklers.
030.14 Fire Extinguishers. (Orders for, see 029.97.)

030.2 Inspection by Insurance Department or Insurance Companies.

030.3 Insurance Rates and Premiums.

030.4 Insurance Schedule.

030.41 Insurance Policies.

030.5 Fire Hazards.

030.51 Spontaneous Combustion.
030.52 Electrical.
030.53 Sparks from Locomotives and Chimneys.
030.54 Gasoline, Paints, Oils, Waste.
030.55 Hot Lading.
030.56 Smoking.

030.6 Building Construction.

030.61 Fireproofing.
030.62 Fire Doors and Shutters.
030.63 Fire-escapes.
030.64 Fire Walls.

033 Insurance, Roadway and Structures.

034 Insurance, Equipment.

034.1 Insurance, Locomotives and Cars.
034.2 Insurance, Marine.

035 Insurance, Freight stored and in transit.

035.1 Insurance, Freight in Warehouses.
035.2 Insurance, Freight in Cars.

036 Insurance, Accident.

038 Relations with Insurance Companies.

038.1 Board of Fire Underwriters.
038.2 Salvage Corps.

039 Losses by fire.

039.1 Fire Reports.

NOTE.—Papers relating to losses by fire should be filed geographically, using box for each Division or System and file wrapper for each town or city, arranged alphabetically.

040 Forestry, Farming, Gardening.

040.1 Forest and Farm Statistics.
040.2 Inspection Forestry Department.
040.3 Entomology, Insect Damage, Spraying, etc.
040.4 Experimental Work in Forestry.
040.5 Land Available for Forest and Farm Purposes.
- 040.51 Railroad Company Properties.
- 040.52 Water Company Properties.
- 040.59 Other Properties.

041 Timber lands, investigation of, purchase and sale of, etc.

041.1 Timber Supply.
041.2 Logging Operations.

042 Planting trees, etc.

042.1 Plantations.
042.2 Plant Material.
042.3 Nurseries.

043 Forest products, supply, production, etc.

043.1 Ties, Switch and Bridge Timber, etc.
043.2 Lumber, Piling, etc.
043.3 Poles, Cross-Arms, Posts, etc.
043.4 Pulpwood.
043.5 Extract Wood and Bark.
043.6 Pinwood, Paving Blocks, etc.
043.7 Charcoal, Fuel Wood, Cord Wood.
043.8 Shingles, Lath, etc.
043.9 Other Products.

044 Wood preservation.

044.1 Treating (Creosoting) Plants.
044.2 Preservatives.
044.3 Life of Treated Material.

045 Landscape gardening.

045.1 Greenhouses and Forcing Beds.
045.2 Ornamentation of Right of Way, Station Grounds, etc.
- 045.21 Hedges.
- 045.22 Lawns.
- 045.23 Shrubbery and Ornamental Trees.
- 045.24 Sign Screens.
- 045.25 Sodding and Seeding.
- 045.26 Ornamental Planting.

046 Farm lands, investigations, purchase and sale of, etc.

046.01 Experimental Farms and Stations.

046.02 Farmers' Instruction Trains, Lectures and Exhibits.

046.1 Farm Products, Supply, Production, etc.

046.11 Grains.

046.12 Fruits and Vegetables.

046.13 Live Stock.

046.14 Dairy Products.

070 Federal, State and Municipal Governments.

070.01 Valuation of Railroads.
070.011 Valuation of Franchises.
070.012 Physical Valuation of Railroads.
070.012.1 Valuation of Buildings.
070.012.2 Valuation of Roadbed.
070.012.3 Valuation of Equipment.
070.02 Notary Public.
070.03 Expense Incurred on Account of Federal and State Commissions, Boards and Laws.
070.04 Reports to Federal and State Authorities.
070.1 Government Control of Railways.
070.3 Court Calendars.
070.31 Court Decisions.
070.4 Witnesses.
070.41 Witness Fees.
070.5 Juries.
070.6 Summonses.
070.7 Injunctions.
070.8 Garnishees, Attachments, Replevins.

071 Laws—Federal and State.

071.01 Federal Bills and Acts.
071.02 State Bills and Acts.
071.1 Enforcement of.
071.11 Police and Detective Service. Policing Company Property.
071.111 Arrests, Prosecutions, Convictions.
071.2 Robberies, Articles and Materials Stolen, etc.

072 Ordinances—City.

(Correspondence regarding ordinances in any particular town or city should be filed in Section 9.)

073 Taxes and Assessments.

073.1 State Boards of Equalization.
073.2 Appraisement of Property for Taxation.
(File geographically.)

074 Patents and Copyrights.

074.1 Inventions and Patented Devices.

075 Suits and Claims.

(File alphabetically.)

077 Relations with Departments of U. S. Government.

077.1 Department of Commerce and Labor.
- 077.11 Bureau of Census.

077.2 Interstate Commerce Commission.
- 077.21 Jurisdiction.
- 077.22 Reports.

077.3 Department of Agriculture.

077.4 Department of War.

077.5 Department of the Interior.

077.6 Post Office Department.

078 Relations with Departments of State Governments.

078.1 State Railroad Commissions, Public Service Commissions, etc.

(File geographically.)

080 Relations with other Companies.

080.1 Competition of.

080.2 Charters, Surveys, etc., of Other Lines.

081 Steam Railroads—other lines.

082 Ferry and Boat Lines.

082.1 Ferry Lines.

082.2 Steamboat Lines.

082.3 Towing Lines and Towing.

083 Traction Lines and Turnpikes.

083.1 Street Railway Associations.

084 Light, Heat and Power Companies.

085 Water Companies.

086 Coal Lands and Coal Companies.

086.01 Mines and Mining.

086.1 Coal Land Developments.

086.2 Colliery Developments.

086.3 Collieries—Rating. See 542.103 for Distribution of Cars.

087 Ore Lands and Ore Companies.

088 Hotels and Hotel Companies.

089 Miscellaneous Companies.

089.1 Holding Companies.

089.2 Automobile Lines.

100 Executive and Legal Departments.

110 Constitution and By-Laws.

120 Charter and Letters-patent.

100 Executive and Legal Departments.

110 Constitution and By-Laws.

110.01 Official Organization.

110.02 Jurisdiction, Duties, etc., of Officers.

110.1 Agreements and Contracts, Preparation, Execution and Termination.
(File alphabetically.)

110.2 Corporate Seal, Title and Emblem.

110.3 Corporate History.

111 Stockholders.

111.01 Meetings of Stockholders.

111.02 Proxies.

112 Board of Directors.

112.01 Meetings of Directors.

112.02 Board Actions.

112.1 Executive Committee.

112.2 Finance Committee.

112.3 Road Committee.

112.4 Supplies Committee.

112.5 Insurance Committee.

112.6 Real Estate Committee.

112.7 Incidental Business Committee.

112.9 Other Committees.

117 Legal Department.

117.1 Company Solicitors.

120 Charter and Letters-patent.

120.01 **Absorption or Dissolution of Subsidiary and Affiliated Companies.**

130 Railroad lines owned.

140 Railroad lines controlled.

150 Railroad lines operated.

NOTE.—Separate wrapper should be used for each road, and arranged in alphabetical order.

200 Finance and Accounts.

210 Finance.

220 Accounts.

200 Finance and Accounts—General.

200.01 **Statistics, Treasury and Auditing Departments.**

200.02 **Associations, Treasury, and Auditing Departments.**

200.021 Society of Railway Financial Officers.

200.022 Association of American Railway Accounting Officers.

200.1 **Drafts.**

200.101 Manner of Drawing Drafts.

200.102 Signatures to Drafts.

200.11 **Drafts, Foreign vs. Home Lines.**

200.12 **Drafts, Home vs. Foreign Lines.**

200.2 **Receiverships and Bankruptcy.**

200.3 **Mercantile Agencies.**

200.4 **Reports.**

200.41 **Annual Reports.**

200.42 **Monthly Reports.**

200.43 **Weekly Reports.**

200.44 **Daily Reports.**

200.49 **Other Periodical Reports.**

210 Finance.

210.001 Financial Situation—General.
210.002 Financial Forecasts; Estimates of Cash Requirements.

210.01 Stocks and Bonds—General.

210.011 Increases and Decreases in Stocks and Bonds Outstanding.
210.012 Allotments of New Stock and Bond Issues.
210.013 Execution and Signing of Stocks and Bonds.
210.014 Registrar and Transfer Agents.
210.015 Issue of Duplicate Stock Certificates and Bonds.
210.016 Mail Orders for Dividends and Interest.
210.017 Taxes on Stocks and Bonds.

211 Capital Stock.

211.01 Record of Stock Transfers.
211.02 Stock Register.
211.03 Listing Stock on Stock Exchange.
211.06 Dividends.

211.1 Common Stock.
211.2 Preferred Stock.
211.3 Voting Trust Certificates.
211.9 Other.

211.91 Subsidiary Companies, Stock of.
211.92 Other Railroads, Stock of.
211.94 Miscellaneous Corporations, Stock of.

212 Funded Debt.

212.01 Record of Bond Transfers.
212.02 Bond Register.

212.021 Registration of Bonds.

212.03 Listing Bonds on Stock Exchange.
212.05 Redemption of Bonds.
212.06 Interest on Bonds.

212.1 Mortgages and Mortgage Bonds.

212.101 Trustees of Mortgages.
212.102 Execution of Mortgages.
212.103 Recording Mortgages.
212.104 Release of Property from Mortgages.
212.105
212.106
212.107 Recording Tax on Mortgages.
212.108 Foreclosure of Mortgages.

212.11 Prior Lien Mortgages.
212.12 First and Refunding Mortgages.
212.13 Second Mortgage.
212.14 Third Mortgage.

212.2 Collateral Bonds.

212.3 Debenture Bonds.

212.31 Convertible Bonds.

212.4 Equipment Bonds.

212.41 Car Trust Certificates.

211.411 Car Trusts.

212.5 Income Bonds.

212.7 Betterment Bonds.

212.8 Indemnity and Surety Bonds.

212.81 Indemnity Bonds Given by Company.

212.811 Bonds Filed with U. S. Covering Bonded Freight.
212.812 Bonds Filed in Condemnation Proceedings.

212.82 Surety Bonds.

212.821 Employes Bonds.

212.821.1 Premiums on.

212.822 Bonds from Grain Elevators.

212.9 Other.

212.91 Subsidiary Companies—Bonds of.
212.92 Bonds of Other R.R. Companies.
212.93 Bonds—Federal and Municipal.
212.94 Bonds—Miscellaneous Corporations.

213 Floating debt.

214 Sinking Fund.

215 Interest-bearing securities.

215.1 Examination of.
215.2 Purchase, Sale and Redemption of.
215.3 Interest and Dividends on.
215.4 Exchange of.

216 Loans.

216.1 Collateral and Other Notes.

217 Banks and Banking.

217.01 List of Officers.
217.02 Bank Checks.

217.021 Bank Checks—Signatures to.
217.022 Bank Checks Lost.
217.023 Bank Checks Protested.

217.03 Conscience Fund.
217.1 Depositories.
217.2 Deposits.
217.201 Interest on.
217.21 Special Cash Deposits.
217.211 Certificates of Deposit.
217.3 Balances.
217.31 Signature to Statement of Balance.
217.4 Remittances.
217.401 Express Rates on.
217.41 Agents and Conductors Remittances.
217.411 Cash Collections.
217.412 Errors in.
217.42 Failure to Make Remittances Promptly.
217.5 Withdrawals.
217.51 Contingent Funds.

218 Employes' Accounts, Wages, etc.

218.01 Instructions Relative to Accounts of Employes.
218.1 Personal Expenses (Personal Expense Bills, see 220.122).
218.2 Board Bills.
218.3 Shortages, Forgeries, Defalcations.
218.31 Agents.
218.32 Conductors.
218.39 Others.
218.4 Examination of Employes' Accounts.
218.41 Agents.
218.42 Conductors.
218.49 Others.
218.6 Wages of Employes.
218.61 Methods of Paying Employes.
218.611 Identification of Employes While Paying.
218.612 Paying by Check.
218.613 Paying in Cash.
218.614 Paymasters.
218.615 Pay Cars and Schedules.
218.616 Errors in Payment.
218.617 Pay Orders.
218.62 Employes Assigning Wages.

218.63 **Deductions on Pay Roll.**

218.631 Deductions Account of Insurance.

218.632 Deductions Account of Uniforms.

218.633 Deductions Account of Board and Rents.

218.634 Deductions Account of Educational Societies.

218.635 Deductions Account of Lodge and Other Dues.

218.639 Other Deductions.

218.64 **Increases and Decreases on Pay Rolls.**

218.68 **Claims for Wages Due.**

220 Accounts—General.

220.01 **Auditing Accounts.**
220.011 Auditing Committee.
220.02 **Accounts—Distribution of—Rulings.**
220.1 **Bills and Vouchers.**
220.101 Manner of Handling and Preparing.
220.102 Approval of—Authority for Signing.
220.103 Discounting of.
220.11 **Bills Receivable.**
220.111 Distribution of Credit.
220.12 **Bills Payable—Vouchers.**
220.120.1 Lost.
220.121 Distribution of Charge.
220.122 Personal Expense Bills.
220.123 Pay Rolls.
220.123.1 Method of Compiling, Approval of, etc.
220.123.2 Rolls on Which to Carry Employes.
220.123.3 Method of Computing and Keeping Time.
220.123.4 Instruction as to Charging Out.
220.13 **Time Books and Cards.**
220.131 Time Recording Checks and Devices.

221 Classification of Accounts.

221.07 **Interstate Commerce Commission Accounting Matters.**
221.1 **Working Expense Accounts.**
*221.11 **Maintenance of Way and Structures Accounts.**
*221.12 **Maintenance of Equipment Accounts.**
*221.13 **Conducting Transportation Accounts.**
*221.2 **General Expense Accounts.**
*221.3 **Open Accounts.**
221.31 **Suspense Accounts.**
221.32 **Shop Account.**
*221.4 **General Ledger Accounts.**
221.5 **Construction Accounts.**
221.501 Construction Expenses.
221.51 **Additions and Betterments Accounts.**
221.6 **Income Accounts.**
221.7 **Real Estate Accounts.**
221.71 **Rents—Collected.**

NOTE.—Where desired, correspondence relating to sub-accounts can be separated by enclosing in brackets the number assigned the same in the Book of Disbursement Accounts issued by the Accounting Department—viz., 221.11 (1 Repairs of Roadway, 212.13) (26 Train Service, etc.).

230 Earnings and Expenses.

230.01 Estimates and Statements of Earnings and Expenses.
230.1 Reduction in.
230.2 Increase in.

231 Expenses of Executive and Legal Departments.

231.1 General Office Expenses.
231.17 Legal Expenses.

232 Expenses of Treasury and Auditing Departments.

233 Expenses of Maintenance of Way Department.

234 Expenses of Maintainance of Equipment Department.

234.1 Locomotive Expenses.
234.2 Passenger Car Expenses.
234.21 Clearing House for Passenger Car Pool Expenses.
234.3 Freight Car Expenses.
234.31 Freight Car Repair Pool.
234.4 Floating Equipment Expenses.

235 Expenses of Transportation Department

235.1 Operating Expenses.
235.2 Dining Car Department Expenses.

236 Expenses of Traffic Department.

300 Roadway and Structures.

310 Right of Way and Property.

320 Crossings.

330 Roadbed.

340 Tracks.

350 Buildings.

360 Electrification of Tracks—Heavy Railways.

370 Waterways.

300 Roadway and Structures.

300.01 **Maps, Drawings, Plans.**
- 300.011 Uniformity in Coloring Maps and Drawings.
- 300.012 Property Maps.
- 300.013 Profiles.
- 300.014 Track Charts.
- 300.015 Standard Plans.
- 300.019 Other Maps.

300.1 **Associations.**

300.12 **National.**
- 300.121 American Society Civil Engineers.

300.13 **Associations Formed by Company for Benefit of M. W. Employes.**
- 300.131 Association Engineers Maintenance of Way. (Division Engineers.)

300.2 **Statistics.**

300.3 **Condition of Roadbed and Structures—Program for Renewals, etc.**

300.31 **Cleaning Shops, Yards, Right of Way, etc.**

300.32 **Painting.**
- 300.321 Painting Instructions, Standard Colors, etc.

300.33 **Repairs of Shops, etc.**

300.4 **Construction Work.**

NOTE.—Papers relating to construction work on track should be filed geographically, using box for each Division or System and file wrapper for each particular piece of work. Improvements in cities or towns should be filed in Section 9.

- 300.401 Bids, Proposals, Contracts, Specifications, etc.
- 300.402 Relations with Contractors.
- 300.403 Material for Fills, Borrow Pits, etc.

300.41 **Improvements in Line and Grade.**

300.42 **Additions and Extensions.**

301 Fences.

301.01 **Specifications for Fencing.**

301.03 **Fence Program.**

301.1 **Intertrack Fences.**

302 Signs.

302.1 **Miles Posts.**

302.2 **Standard Markers Defining Land Lines (Property Posts).**

302.9 **Other Signs.**

303 Air, water, steam and gas mains, pipe lines, hydrants, etc.

310 Right of Way and Property.

310.01 Trespassing.

310.1 Surveys—Re-surveys—Reconnaissance.

310.11 Preliminary.

310.12 Adoptions.

310.13 Extension and Revisions.

310.14 New Lines.

310.2 Clearing Lands.

310.3 Plotting of, Including New Streets, etc.

311 Purchase and Sale of Property.

311.01 Appraisement and Valuation for Purchase or Sale of.

311.02 Condemnation.

311.03 Deeds.

311.04 Conveyance.

311.05 Record of Title.

311.06 Dispossession.

311.1 Purchase of Property.

311.11 Incur No Obligations When Purchasing Property.

311.2 Sale of Property.

311.3 Exchange of Property.

312 Lease of Property.

312.01 Rents.

312.02 Use of Property Without Lease.

312.1 Leases.

312.11 Oil and Gas Privileges and Leases.

312.12 Other Leases.

312.2 Licenses.

312.21 Oil, Gas, Steam, Water and Other Pipe Line Crossings.

312.22 Telegraph, Telephone, Electric Light and Other Wire Line Crossings.

313 Encroachments on Right of Way and Property.

313.1 Fencing Property to Prevent Adverse Possession.

313.2 Ejecting Encroachers, Squatters.

313.3 Refuse Dumped on Right of Way and Property.

314 Drainage.

314.1 Ditches.

314.2 Embankments, Sloping, Planting Trees.

314.23 Trees, Planting to Protect Embankment.

314.3 Drainage of Abutting Property.

314.4 Sewers.

315 Highways, Roads, Streets, Driveways, etc.

315.1 Condition of—Improving.

315.2 Location of, Changing, etc.

315.3 Oiling.

320 Crossings.

321 Protection of Crossings at Grade.

321.1 Cattle Guards.
321.2 Crossing Bells.
321.3 Crossing Signs and Whistle Posts.
321.4 Crossing Gates and Watchmen.
321.5 Lighting of.
321.6 Interlockings.

321.601 Standards, Specifications, etc.
321.602 Condition, Inspection, etc.
321.603 Maintenance.
321.607 Standard Agreement.

321.61 Mechanism.

321.611 Tower.
321.612 Semaphore Posts and Arms.
321.613 Levers.

NOTE.—Correspondence regarding any particular interlocking to be filed under 564.

322 Abolition of crossings at grade—Overhead and undergrade crossings.

323 Highway crossings.

323.1 Standard Highway Crossing.
323.2 Street and Sidewalk Improvements, Paving, etc.
323.3 Opening and Closing Streets and Highways Across Right of Way.
323.4 Private Road Crossings.
323.5 Stopping Trains on Crossings.
323.6 Rights of Funerals at Crossings.
323.7 Troughs Under Tracks for Fire Hose.

324 Steam Railroad crossings.

324.1 Standard Railroad Crossings.

325 Electric and Street Railway crossings.

NOTE.—Correspondence relating to a particular crossing should be filed under Section 9.

326 Tram Road crossings.

330 Roadbed.

330.1 **Standard Roadbed.**
330.2 **Condition of.**

331 Roadbed Structures.

331.01 **Specifications.**
331.02 **Clearance.**
331.021 Clearance Dimensions and Diagrams.
331.022 Increasing.
331.023 Movements.
331.03 **Renewal and Sale of.**
331.04 **Inspection and Preservation.**
331.05 **Protection.**
331.06 **Masonry.**
331.061 Specifications.
331.062 Inspection.
331.063 Maintenance.
331.064 Design.
331.068 Retaining Walls.
331.1 **Bridges.**

NOTE.—General correspondence relating to bridges should be filed geographically and arranged according to bridge numbers if possible.

331.101 Amount and Length of Bridging on American Roads.
331.102 Bridges—Numbering.
331.103 Bridges, Protection of.
331.11 **Specifications.**
331.12 **Inspection.**
331.121 Mill Inspection.
331.122 Shop Inspection.
331.123 Field Inspection.
331.13 **Bridge Program, Renewals, Repairs, Painting, etc.**
331.131 Bids.
331.132 Contracts.
331.14 **Design.**
331.140.1 Guard Rails.
331.141 Stresses.
331.142 Loading Capacity.
331.143 Length of Span.
331.144 Movable Bridges—Draw, Rolling, etc.
331.145 Overhead and Subgrade.
331.15 **Erection and Removal.**
331.16 **Shipment and Delivery.**

331.2 Culverts.

331.21 Pipe Culverts.
331.22 Brick Culverts.
331.23 Stone Culverts.
331.29 Other Culverts.

331.3 Tunnels.

331.301 Foot Tunnels.

331.31 Cross-Section.

331.311 Enlarging.

331.32 Inspection.
331.33 Repairing.
331.34 Lining.
331.35 Centers and Falsework.
331.36 Ventilation.
331.37 Lighting.

331.4 Trestles and Viaducts.

332 Ballast.

332.01 Specifications.
332.02 Ballast, Where to Purchase, Cost of, etc.
332.03 Removal of Dust, Weeds, etc., Use of Oil.
332.04 Ballast Program.

332.1 Crushed Stone Ballast.
332.2 Gravel Ballast.
332.3 Furnace Cinders, Slag, Ashes and Waste Products.

340 Tracks.

NOTE.—For construction see 300.4.

340.01 Patrol of—Track Watchmen.
340.02 Division Limits.
340.03 Record of Transportation Lines, Miles of New Track, etc.
340.031 Physical Characteristics.
340.1 Track Specifications.
340.2 Track Labor.
340.3 Renewal and Maintenance.
340.301 Track Abandoned.
340.35 Line and Surface.
340.4 Track Inspection.
340.401 Prizes for Best Section of Track.
340.41 Track Inspection by President.
340.42 Track Inspection by General Manager.
340.49 Other Track Inspections.
340.5 Longitudinal Section.

NOTE.—For improvements of line or grade see 300.41.

340.501 Bench Marks.
340.51 Gradients.
340.52 Curves—Alignment.
340.6 Cross Section.
340.61 Gage.
340.611 Gage on Curves.
340.62 Spacing.
340.7 Track Elevation.

341 Ties.

341.01 Specifications, Dimensions, etc.
341.02 Inspection.
341.03 Program for Renewals.
341.04 Life of Ties.
341.041 Tie Plates.
341.042 Preservation of Ties (for Tie Treating Plant, see 044.1).
341.043 Marking Ties.
341.05 Laying—Number per Rail, etc.
341.1 Bridge Ties.
341.2 Switch Ties.

342 Rails and their Fastenings.

342.01 Rail Specifications.
342.011 Section of Rails, Weight.
342.012 Rail Lengths.
342.013 Rail Tests.
342.02 Inspection.
342.03 Program for Renewals, etc.
342.031 Loan and Sale of Rails and Other Track Material.
342.1 Wear and Breakage of Rails.
342.11 Broken Rails.
342.12 Life of Rails.
342.121 Rails—Re-sawing.
342.122 Rails—Re-rolling.
342.123 Lubricating Rail on Curves.
342.2 Laying Rails.
342.21 Practice, Rules for and Cost of Laying Rails.
342.22 Rails, Spacing at Joints.
342.4 Rail Fastenings.
342.41 Rail Joints and Splices.
342.411 Joints, Effect on Cost of Maintenance of Track.
342.42 Bolts, Nuts and Nut-Locks.
342.43 Rail Braces, Rail Clamps.
342.44 Creeping of Track, Anchoring, Buckling, Anti-creeping Devices.
342.45 Track Spikes.
342.5 Frogs and Switches.
342.501 Specifications.
342.51 Frogs.
342.511 Wear of Frogs.
342.512 Blocking and Filling Frogs.
342.52 Switches.
342.520.1 Switches and Switch Lamps, Tampering with.
342.521 Switch Stands.
342.522 Switch Locks, Keys, etc.
342.523 Derails and Derail Switches, Re-railers.
342.524 Dropping Sand in Switches.

345 Obstructions to Tracks.

345.1 Floods and Storms.
345.11 Landslides and Washouts.
345.2 Snow and Ice.
345.21 Snow Fences.
345.22 Use of Salt.
345.3 Emergency Force.

346 Main and passing tracks. (See also location Nos.)

347 Yards.

347.001 Plans for Yards.
347.002 Yard Classifications.
347.003 Yard Limits.

347.01 Appliances for Stopping Cars.

347.011 Bumping Posts.
347.012 Sand Track to Check Cars in Yards.
347.013 Track Skates for Stopping Cars.

347.02 Turntables and "Y's."
347.03 Yard Equipment for Handling Cars.

347.031 Steam, Air, Gas and Other Lines in Yards.

347.2 Gravity "Hump" Yards.
347.9 Other Yards.

348 Branch Lines.

349 Sidings, Switches, etc.

349.1 Private Sidings—Agreements, Division of Cost, etc.

349.11 Sidings to Mines, Policy Regarding Construction and Maintenance.

349.2 Company Sidings.

350 Buildings.

350.01 Specifications and plans of buildings.
350.02 Inspection.
350.1 Repairs to Buildings.
350.2 Painting Buildings.
350.3 Heating and Ventilation of Buildings.
350.4 Lighting of Buildings and Station Platforms.
350.41 Oil Lights.
350.42 Gas lights.
350.43 Electric Lights.
350.5 Cleaning and Sanitation.
350.6 Passenger and Freight Elevators.
350.7 Plumbing.
350.71 Lavatories, Water-closets, Toilet Facilities.

351 Station Buildings and Arrangements.

351.01 Station Layout—Standard.
351.02 Station Platforms and Sheds.
351.04 Station Signs.
351.1 Freight House Arrangements.
351.11 Stock Pens and Chutes.
351.12 Scales and Loading Gages.
351.120.1 Scale program.
351.120.2 Testing.
351.120.3 Repairing.
351.120.4 Renewal.
351.120.5 Re-locating.
351.121 Loading Gages and Load Adjusters.
351.122 Track Scales and Wagon Scales.
351.122.1 Mechanical Humps for Track Scales.
351.123 Platform Scales.
351.124 Scales for Cars.
351.13 Trucks, Wagons, Freight and Baggage Handling Machinery.
351.2 Passenger Station Arrangements.
351.21 Mail Cranes and Chutes.
351.22 Gates.

352 Engine Houses and Shops.

352.01 Maintenance of Engine Houses and Shops.
352.1 Industrial or Shop Railways.
352.2 Ash Pits.
352.3 Inspection Pits.
352.4 Smoke Jacks.
352.5 Smoke Stacks.

353 Fuel and Water Stations.

353.1 Fuel Stations.

- **353.11** Machinery for Fuel Stations.
- **353.12** Coal Trestles and Tipples.
- **353.13** Handling Coal.

353.2 Water Stations.

- **353.21** Stand Pipes.
- **353.22** Tanks and Tubs.
  - 353.221 Track Tanks and Troughs.
- **353.23** Machinery, Pumps, etc.
  - 353.231 Wind Pumps for.
  - 353.232 Gas and Gasoline Engines for.
- **353.24** Water-Supply.
  - 353.241 Purification of Water, Filters, Analysis, Water Softeners, etc.
  - 353.242 Water Meters.
  - 353.243 Failure of Water Supply.
  - 353.244 Source of Water Supply.
    - 353.244.1 Reservoirs for Water Supply.

354 Offices—Buildings, rooms, etc.

354.1 Office Buildings.

- 354.101 Rules and Regulations.
- 354.102 Maintenance and Operation, Repairs, Alterations, Additions, etc.
- 354.103 Heat, Light and Power for office buildings.
- 354.104 Assignment of Space.

- **354.11** Dining Rooms.
- **354.12** Assembly Rooms.
- **354.13** Record Rooms.

359 Other Buildings.

- **359.1** Dwelling Houses.
- **359.2** Power Houses.
- **359.3** Signal Houses.
  - **359.31** Standard Telegraph Tower.
- **359.5** Store Houses and Store Rooms.
- **359.6** Watch, Tool, Sand and Pump Houses.
- **359.7** Closets and Outhouses.
- **359.8** Ice Houses.

360 Electrification of Tracks—Heavy Railways.

360.01 Statistics.
360.02 Estimates.
360.03 Specifications.
360.04 Construction.

361 Power Generation.

For Power Plants, see 434.

362 Power Transmission.

362.01 Insulation.
362.02 Protection—Warning Signs.
362.03 Changes and Extensions.

362.1 Feed Lines.

362.2 High Tension Lines.

362.3 Overhead Trolley System.

362.31 Trolley Poles, Bases and Retrievers.

362.4 Third Rail.

362.41 Bonds and Bond Testing.

368 Car Barns.

370 Waterways.

370.001 Pollution of.
370.002 Stocking with Fish, etc.

370.01 Docks, Piers, Wharves and Landings.

370.011 Wharfage Rates, etc., Collection of.
370.012 Leasing Space, Landing Privileges, etc.
370.013 Repairs, Renewals, etc.
370.014 Loading and Unloading Vessels.
370.014.1 Trimming Charges.

370.02 Dams.
370.03 Dykes and Levees.
370.04 Breakwaters, Jetties, Piling.
370.05 Retaining and Sea Walls, Filling Banks, etc.
370.06 Safety Measures, Signals, Warnings, Lights and Lighthouses, Buoys, Bells, Fog Horns, etc.

370.1 Ports.

370.11 Sea.
370.12 Lake.
370.13 River.

370.2 Navigation.

370.21 Obstructions to (Bridges, Bars, etc.).
370.22 Opening and Closing.
370.23 Improving Channels, Dredging.

370.3 Machinery for Piers, Wharves, etc.

370.31 Loading and Unloading Machinery.
370.32 Dredges.
370.33 Blowers.

371 Harbors.

372 Rivers, Creeks, Streams.

372.1 High and Low Water, Floods, etc.

373 Lakes.

374 Canals.

400 Maintenance of Equipment.

410 Rolling Stock.

420 Floating Equipment.

430 Shops.

400 Equipment—General.

400.01 Drawings, Plans, Blue Prints, etc.

400.02 Equipment for Industrial Railways.

400.1 Associations.

400.11 American Society Mechanical Engineers.

400.12 American Railway Master Mechanics' Association.

400.13 Master Car Builders' Association.

400.14 Car Foreman's Association.

400.19 Minor Associations and Clubs.

400.2 Statistics.

400.21 Equipment Records and Statements.

400.3 Tests of Equipment.

401 Lubrication.

401.01 Failures of Lubricants (Hot Journals and Pins).

401.02 Lubricants, Handling of.

401.1 Lubrication of Rolling Stock (Methods, etc.).

401.2 Lubrication of Machinery and Tools (Methods, etc.).

401.3 Lubricating Appliances.

401.31 Oil and Grease Cups.

401.32 Oil cans.

401.33 Lubricators and Tallow Pipes.

401.34 Tools for Packing Boxes.

401.9 Other (Lubrication, Miscellaneous).

Lubricants. See 029.7.

410 Rolling Stock—General.

410.001 Classification of Equipment.
410.002 Depreciation of Equipment.

410.01 Lettering, Marking and Numbering.

410.011 Lettering, Marking and Numbering Locomotives.
410.012 Lettering, Marking and Numbering Cars.
410.013 Abbreviation Marks.

410.02 Inspection of Rolling Stock.

410.021 Inspection of Locomotives.
410.022 Inspection of Cars.
410.022.1 Joint Inspection Bureaus.

410.04 Authorized Equipment, Program for Filling Vacancies in, Adding to, etc.

410.041 Locomotive Program.
410.042 Car Program.
410.043 Building and Purchased.
410.043.1 Locomotives Building and Purchased.
410.043.2 Cars Building and Purchased.
410.044 Condemned and Cut up.
410.044.1 Locomotives Condemned and Cut Up.
410.044.2 Cars Condemned and Cut Up.
410.045 Sale of (Including Transfer of Ownership from One Company to Another of Our Own Lines).
410.045.1 Sale of Locomotives and Tenders.
410.045.2 Sale of Cars.
410.046 Betterments to Rolling Stock and Equipment.

410.05 Safety Appliances.

410.051 Inspection of.
410.057 U. S. Laws.

410.1 Draft Appliances.

410.101 Performance of.

410.11 Couplers.
410.12 Draft Rigging and Gears.
410.13 Buffers.
410.14 Safety Chains.

410.2 Brakes.

410.200.1 Design.
410.200.2 Performance.
410.200.3 Air-Brake Instruction and Testing Plant.

410.201 Brake Shoes.
410.202 Brake Levers.
410.203 Brake Beams.
410.204 Brake Chains.
410.205 Brake Shafts.

410.21 Hand Brakes.

410.211 Brake Wheels.
410.212 Brake Clubs.

410.22 Air Brakes.

410.220.1 Car Brakes.
410.220.2 Locomotive Brakes.

410.220.21 Driver Brakes.
410.220.22 Truck Brakes.

410.221 Air Pump.
410.222 Air Pipes and Air Hose.
410.223 Air Reservoirs.
410.224 Engineer Brake Valve.
410.225 Triple Valve and other Valves
410.226 Brake Cylinders.
410.227 Slack Adjuster.
410.228 Recording Gages.

410.23 Electric.
410.29 Other (Brakes, Miscellaneous).

410.3 Trucks.

410.301 Passenger Car Trucks.
410.302 Freight Car Trucks.

410.31 Wheels.

410.311 Passenger Wheels.
410.312 Freight Wheels.

410.32 Axles.

410.321 Passenger Axles.
410.322 Freight Axles.

410.33 Journal Boxes, Dust Guards, Bearings, Wedges, Trailer Boxes, etc.

410.34 Truck Bolsters.
410.35 Truck Springs.
410.36 Arch Bars and Channels.
410.39 Other (Trucks, Miscellaneous).

411 Locomotives.

411.001 Locomotive Dimensions, Designs and Weight. Specifications.
411.002 Inspection.
411.003 Locomotives, Change in Construction.
411.004 Locomotive Standards.
411.005 Tractive Power.
411.009 Locomotives of other Lines, Reports on, etc.

411.01 Theory of Locomotive.

411.011 Conditions Controlling Design.
411.012 Adhesion, Ratio of Tractive Power to Weight on Drivers.
411.013 Theory of Production of Steam.
411.013.1 Economy in Use of Steam. Advantages of High Pressure. Saving Due to Early Cut Off.
411.014 Combustion in Fireboxes.
411.015 Theory of Draft Appliances.
411.016 Internal Disturbing Forces in Locomotives.

411.02 Class of Locomotive.

411.020.1 Classification Register.
411.021 Passenger Locomotives.
411.022 Freight Locomotives.
411.023 Shifting Locomotives.
411.024 Locomotives for Special Service.

411.03 Locomotive Failures.

411.031 Sketches of Broken Parts.

411.04 Locomotives, Condition of, and Condition of Power.

411.040.1 Locomotive Condition Boards.
411.041 Locomotives, Cleaning.
411.042 Locomotives, Painting.
411.043 Locomotives, Repairs of.
411.044 Locomotives Damaged.

411.05 Performance of Locomotives.

411.051 Fuel Consumption and Fuel Saving Devices.
411.052 Fuel Premium System.
411.053 Method of Firing Locomotives.

411.1 Locomotive Boiler.

411.101 Lagging and Jacketing.

411.11 Locomotive Firebox.

411.111 Grate and Ash-pan.
411.111.1 Cleaning Fires of Locomotives.

411.112 Crown Sheet.
411.113 Side Sheet.
411.114 Flue Sheet.
411.115 Stay-bolts.
411.116 Automatic Stokers.
411.117 Super Heaters.

411.12 Locomotive Boiler Barrel.
411.13 Locomotive Flues.
411.14 Locomotive Smoke Box, Stack and Draft Appliances.

411.141 Smoke Consumers and Smoke Prevention.
411.142 Spark Arresters.

411.15 Locomotive—Throttle and Steam Pipes.
411.16 Dome.

411.161 Safety Valve.

411.2 Valve Motion.

411.21 Reverse Lever, Latch and Quadrant.
411.22 Reach Rod.
411.23 Tumbling Shaft.
411.24 Link and Block, Link Hangers and Saddles.
411.25 Rocker Arm and Box and Valve Rod.
411.26 Valves.
411.27 Eccentrics, Eccentric Rods and Straps.
411.28 Transmission Bar.

411.3 Cylinders.

411.31 Cylinder Castings and Heads.
411.32 Steam Chest.
411.33 Guides and Guide Yoke.
411.34 Circulator for Cylinder.

411.4 Running Gear.

411.41 Locomotive Wheels and Tires.

411.411 Counterbalances.

411.42 Locomotive Axles.
411.43 Locomotive Trucks.
411.44 Crank, Side and Main Pins.
411.45 Side and Main Rods.
411.46 Locomotive Driving Boxes and Cellars.
411.47 Cross Heads.
411.48 Piston and Piston Rods.

411.5 Locomotive Frames.

411.51 Frames, Frame Keys and Bolts.
411.52 Springs and Equalizers and Equalizing Rigging.
411.53 Shoes and Wedges.
411.54 Pedestal Caps.
411.55 Locomotive Side Bearings.

411.6 **Appliances and Accessories.**
- 411.601 Furniture and Fixtures.
- 411.602 Locomotive Tools and other Supplies.
- 411.603 Hand Holds, Grab Irons and Safety Appliances.

411.61 **Gages: Steam, Air, Steam Heat and Water.**
411.62 **Cocks and Valves, Gage Cocks, Cylinder Cocks, Blowoff Cocks, Blower Valves.**
411.63 **Sander, Sanding Appliances.**
411.64 **Injectors, Injector Pipes, and Check Valves.**
411.65 **Lamps, Cab, Waterglass, Gage and Headlight.**
411.66 **Bell and Whistle.**
411.67 **Cabs, Running Boards, Handrails and Steps, Coal Boards, Foot Boards, Guard Chains.**
411.68 **Pilot.**

411.7 **Locomotive Tender.**
- 411.701 Classification.
- 411.702 Capacity.

Numbering (see 410.01).
Condition, Repairs, etc. (see 411.04).

411.71 **Locomotive Tender Frames.**
- 411.711 Trucks.

411.72 **Tanks.**
- 411.721 Manholes.
- 411.722 Track Water-scoop.
- 411.723 Tank Valves and Cocks.

411.9 **Other.**

412 Passenger Equipment Cars.

- 412.001 Design, Dimensions, Weight, Capacity, Specifications.
- 412.002 Inspection.
- 412.003 Passenger Equipment Cars—Change in Construction.
- 412.004 Classification.

412.01 **Kind of Car (Passenger).**
- 412.011 Coaches.
- 412.012 Sleeping, Parlor, Observation.
- 412.013 Dining, Café, Buffet.
- 412.014 Baggage, Mail, Express, etc.
  - 412.014.1 Horse Express Cars.
  - 412.014.2 Milk Cars.
- 412.015 Combination.
- 412.016 Business and Private. Pay Car.
- 412.017 Hunting Car.
- 412.018 Hospital Car.
- 412.019 Other Passenger Equipment Cars.

412.02 **Heating and Ventilating Passenger Equipment Cars.**

412.021 Stoves and Hot Water Heaters.
412.022 Steam Heat.
412.023 Ventilators, Fans, Thermometers, etc.

412.03 **Lighting Passenger Equipment Cars.**

412.031 Oil Lights.
412.032 Gas Lights.
412.033 Electric Lights.

412.04 **Condition Passenger Equipment Cars.**

412.041 Cleaning and Sanitation.
412.042 Painting and Varnishing.
412.043 Repairs.
412.044 Damaged and Destroyed.

412.05 **Watering and Icing Passenger Cars.**

412.1 **Passenger Car Body.**

412.11 **Floors.**

412.111 Stringers and Sills.
412.112 Center and Striking Plates, Anti-telescoping Plates.
412.113 Side Bearings and Pedestals.

412.12 **Siding and Lining.**

412.121 Panels and Battons.
412.122 Copper Sheathing.
412.123 Insulation.

412.13 **Roofs.**
412.14 **Body Bolsters.**
412.15 **Under Frames.**

412.2 **Exterior Fixtures and Fastenings.**

412.21 **Vestibules and Hood.**
412.22 **Passenger Car Platforms, Steps and Gates, Stepping Boxes.**
412.23 **Flag Holders.**
412.24 **Hand Holds and Grab Irons for Passenger Cars.**

412.3 **Doors and Windows.**

412.31 **Door and Window Locks and Fasteners.**
412.32 **Blinds and shades.**
412.33 **Sash Balances.**
412.34 **Window Guards and Screens.**
412.35 **Deck Sash and Stick.**

412.4 **Interior Furniture and Fixtures.**

412.401 Station Announcers for Passenger Cars.
412.402 Interior Finish of Passenger Cars.

412.41 **Passenger Car Seats.**
412.42 **Toilet.**

412.421 Closet, Hopper, Urinals, Toilet Paper and Holders, etc.
412.422 Wash Stands, Soap, Towels, etc.
412.423 Cuspidors on Passenger Trains.

412.43 **Carpets and Drapery.**
412.44 **Headlining.**
412.45 **Racks.**
412.46 **Water Coolers and Tanks.**
412.47 **Emergency Toole and Appliances.**

412.471 Fire Extinguishers on Passenger Cars.

412.48 **Passenger Car Notices and Frames.**

412.9 **Other (Passenger Car Miscellaneous).**

413 Freight Equipment Cars.

413.001 Dimensions, Design, Weight, Capacity, Specifications.
413.002 Inspection.
413.003 Freight Equipment Cars—Change in Construction.
413.004 Classification of.

413.01 **Kind of Car (Freight).**

413.011 Flat Car.
413.012 Gondolas, Hopper, Side Dump.
413.013 Live Stock, Horse Stock, Poultry, etc.

413.013.01 **Decking.**

413.014 Box, Furniture, Carriage, Automobile.
413.015 Refrigerator, Vegetable, Frost-proof Car, Produce.

413.015.01 **Meat Hooks.**
413.015.02 **Insulation.**

413.016 Heater Cars.
413.017 Tank Cars.
413.018 Cabin and Caboose.
413.019 Other.

413.019.1 **Gun Cars.**
413.019.2 **Cable Cars.**
413.019.3 **Plate Glass Cars.**
413.019.4 **Fly Wheel Cars.**
413.019.5 **Coke Cars.**
413.019.6 **Charcoal Cars.**

413.02 **Heating and Ventilating Freight Equipment Cars.**

413.021 Icing Refrigerator Cars.

413.03
413.04 **Condition of Freight Equipment Cars.**

413.041 Cleaning and Sanitation.
413.042 Painting.
413.043 Repairs.

413.043.1 Freight Car Pool. (For Freight Car Pool Expenses see 234.31.)
413.043.2 "Bad Order" Statements.
413.043.3 Rules for Repairs.
413.043.4 Defect, Home and Repair Cards.
413.043.5 Cars Destroyed.
413.043.6 Damaged.

413.1 **Freight Car Body.**

413.11 **Floor.**

413.111 Stringers and Sills.
413.112 Center and Striking Plates.
413.113 Side Bearings.
413.114 Truss Rods.
413.115 Tie Rods.

413.12 **Stake Pockets and Stakes.**

413.121 Push Pole Pockets.

413.13 **Siding.**
413.14 **Roof.**
413.15 **Body Bolsters.**
413.16 **Underframes.**

413.2 **Exterior Fixtures and Appliances.**

413.21 **Handholds and Grab Irons.**
413.22 **Ladders and Steps.**
413.23 **Chains and Other Appliances for Fastening Double Loads.**

413.3 **Doors and Other Openings.**

413.31 **Grains doors.**
413.32 **Door Seals and Sealing.**
413.33 **Cleating Doors.**
413.34 **Locks and Other Fastenings.**
413.35 **Drop Bottoms.**

413.4 **Interior Furnishings.**

413.41 **Lining.**
413.42 **Racks and Shelving.**
413.43 **Water Troughs for Stock Cars.**

413.5 **Tools and Supplies for Cabin Cars.**
413.9 **Other (Freight Cars Miscellaneous).**

414 Work Cars.

414.001 Dimensions, Design, Weight, Capacity of Work Cars.

414.01 Kind of Car.

414.011 Test Cars.

- **414.011.1 Scale Car.**
- **414.011.2 Dynamometer Car.**
- **414.011.3 Track Indicating Cars.**
- **414.011.4 Track Inspection Cars.**
- **414.011.5 Instruction Cars.**

414.012 Supply Car.

414.013 Roadway Cars.

- **414.013.1 Hand, Push, Velocipede, Hand Trucks.**
- **414.013.2 Ballast Cars.**
- **414.013.3 Grader, Dirt Spreader and Car Ditcher.**
- **414.013.4 Steam Shovel, Pile Driver, etc.**
- **414.013.5 M. W. Flat Cars.**
- **414.013.6 M. W. Cabin Cars.**

414.014 Hotel Cars (Cars for Telegraph Men, Signal Men, etc.).

414.015 Poling Car.

414.018 Emergency Cars.

- **414.018.1 Wrecking Derricks.**
- **414.018.2 Wreck Tool Cars.**
- **414.018.3 Snow Plows and Flangers.**

414.019 Other Work Cars.

- **414.019.1 Whitewash Car.**
- **414.019.2 Grain Transfer Car.**
- **414.019.3 Paint Cars.**

415 Motor Cars.

415.1 Steam Motor Cars.

415.2 Gasoline Motor Cars.

- **415.21 Automobiles.**

415.3 Electric Cars.

- **415.31 Electric Car Program.**
- **415.32 Electric Car Motors and Trucks.**
- **415.33 Electric Car Trailers.**
- **415.34 Electric Car Bell Ringers.**

416 Electric Locomotives.

420 Floating (or Marine) Equipment.

420.01 Floating Equipment Program.
420.02 Repairs and Renewals of Floating Equipment.

420.1 Steamboats and Tugboats.

420.2 Barges, Car Floats and Canal Boats.

420.01 Float Bridges.

420.3 Ferries and Ferry Houses.

430 Shops.

430.01 Plans and Construction.
430.02 Classification.
430.03 Location.
430.04 Inspection of.
430.041 Visits to Shops, Permits, etc.
430.05 Locomotive Testing Plant.
430.09 Foreign Shops.
430.1 Output of Shops.
430.11 Condition of Work Under Way.
430.12 Movement of Locomotives Through Engine Houses.
430.13 Shop Methods ("Kinks").
430.14 Shop Orders.
430.2 Cleaning and Sanitation.
430.3 Heating and Ventilating of.
430.4 Lighting of.

431 Machinery and Tools.

431.01 Lettering and Numbering for Tools, etc.
431.04 Tool Program.
431.05 Painting Tools.
431.06 Shafting and Belting.
431.1 Metal Working.
431.2 Wood Working.
431.3 Casting and Moulding Tools.
431.31 Patterns.
431.4 Forges and Blacksmith Furnaces.
431.5 Ash-pits.
431.6 Drop-pits and Transfer Tables.
431.7 Cranes, Hoists and Magnets.
431.8 Ice or Refrigeration Machinery.
431.9 Other.

432 Boilers and Furnaces.

432.01 Inspection of
432.1 Stokers for Stationary Boilers.
432.2 Feed Water Heaters for Stationary Boilers.

433 Stationary Engines.

433.1 Steam.
433.2 Gas.
433.3 Oil.

433.4 Air, Wind Mills.
433.5 Water, Turbines, Hydraulic, Rams.
433.6 Gasoline.
433.9 Solar.

434 Power Plants.

434.001 Purchase and Sale of Power.
434.01 Plans.
434.02 Location.
434.03 Sub Stations.
434.1 Power Transmission.
434.101 Failures of Power.
434.2 Electric Power and Lighting Plants.
434.200.1 Sale of Current.
434.201 Electric Switchboards and Switches.
434.202 Armatures.
434.203 Electric Wiring, Poles, Conduits, etc.
434.203.1 Insulators.
434.203.2 Lightning Arresters.
434.203.3 Electrolysis.
434.204 Meters.
434.204.1 Voltmeters.
434.204.2 Ammeters.
434.204.3 Wattmeters.
434.205 Electric Batteries.
434.206 Electric Motors.
434.207 Electric Controllers.
434.208 Electric Fans.
434.21 Power Generators.
434.211 Generators.
434.212 Boosters.
434.22 Electric Lighting.
434.221 Dynamos.
434.222 Electric Lamps.
434.224 Electric Converters and Transformers.
434.225 Plugs and Receptacles.
434.3 Pneumatic Plants.
434.31 Air Compressors.
434.4 Hydraulic Plants.

435 Gas Plants.

435.1 Gas Producers.
435.2 Gas Compressors.

439 Other (Maintenance of equipment, miscellaneous).

500 Transportation and Storage.

510 Tracks and Terminals—Working.

520 Trains.

530 Locomotives—Utilization of.

540 Cars—Utilization of.

550

560 Safety Measures—Signals.

570 Telegraph and Telephones.

580 Accidents.

500 Transportation and Storage—General.

500.1 **Statistics.**

500.2 **Associations.**

500.21 **International.**

500.211 International Railway Congress.

500.22 **National.**

500.221 American Railway Association.

500.222 Association of Railroad Superintendents.

500.223 Association of Superintendents of Telegraph.

500.224 Train Despatchers Association.

500.225 Eastern Railway Association.

500.226 General Managers Associations.

500.23 **Association Formed by Company for Advancement of Employes**

500.231 Association of Transportation Officers.

500.24 **Car Service Association.**

500.25 **Travellers' Aid Societies.**

510 Tracks and Terminals—Working.

510.3 Trackage Rights.
510.4 Lease of.
510.5 Joint Use of.

511 Tracks—Working.

511.1 Operation of Single Track Line, Capacity, etc.
511.2 Operation of Two or More Tracks, Capacity, etc.

512 Yards—Working.

512.01 Rules for Operation of.

512.1 Condition of.
512.2 Cost of Handling Cars in.
512.3 Switching Service (for Rates, etc., see 620.151).
512.4 Lighting Yards.

513 Stations—Working.

513.01 Station Names.

513.011 List of Stations.

513.02 Receipts and Expenditures.
513.03 Bureau of Information.
513.04 Stations, Hours for Opening and Closing.
513.05 Station Cleaning and Sanitation.
513.06 Non-Agency Stations.

513.1 Passenger Stations—Working.

513.101 Carriages, Omnibus, Cabs and Taxicabs.
513.102 Hotels, Restaurants and Dining Rooms.
513.103 Barber Shops and Shoe Shining Stands.
513.104 Station Privileges.

513.104.1 News Stands.
513.104.2 Drug Stores.
513.104.3 Fruit and Flower Stands.
513.104.4 Automatic Vending and Weighing Machines.
513.104.5 Drinking Fountains and Sanitary Cups.

513.11 Union and Large Terminal Passenger Stations.
513.12 Suburban Stations.
513.19 Other Passenger Stations.

513.2 **Freight Stations—Working.**

513.201 Capacity.
513.202 Tonnage System.
513.203 Ballot System.
513.204 Cooperage.
513.205 Labor-saving Appliances.

513.21 **Transfer Stations—Working.**

513.211 Grain Elevators and Dryers.

513.22 **Storage Warehouses.**

513.221 Cold Storage Plants and Ice Plants.

513.23 **Bonded Warehouses.**
513.24 **Stock Yards and Pens.**

514 Docks—Working.

520 Trains.

520.001 Classification of Trains.
520.002 Illegal Car Riders.

520.01 Train Crews.

520.011 Calling Trainmen.
520.012 Number of Men in Train Crew.
520.013 Crewing Relatives Together.
520.014 First in, First out.
520.015 Doubling Crews on the Road.
520.016 Crews—Lay-over at Terminals.
520.017 Assignment of Crews to Runs, Mileage, etc.

520.017.1 Advertising Runs.
520.017.2 Interdivisional Runs.

520.018 Yard Shifting Crews.
520.019 Train Crews, Duties, Instruction, etc.

520.019.1 Duties of Porters.

520.1 Train Earnings, Mileage and Expenses.
520.2 Weight of Trains.

520.22 Train Resistance.

520.3 Running of Trains.

520.301 Standard Time.

520.301.1 Clocks.
520.301.2 Watches.

520.302 Registering of Trains.
520.303 Helping Engines, etc.

520.31 Time Tables, Schedules.

520.310.1 Notice of Changes in.

520.311 Special Stops, Flag Stops, etc.
520.312 Speed of Trains, Fast Runs, etc.

520.312.1 Speed Recorders.

520.32 Dispatching.

520.321 Dispatching Methods.
520.322 Use of Telephone in Dispatching.
520.323 General Orders and General Notices.

520.323.1 General Order Boards and Bulletin Boards.
520.323.2 Violations of General Orders and General Notices.

520.324 Train Sheets.
520.325 Train Orders.
520.326 Stopping and Starting Trains at Stations and Crossings—Instruction.

520.34 Sunday Train Service.
520.38 Detour Service.

520.381 Detour Charts and Books.
520.382 Responsibility for Accidents while Detouring.
520.383 Rates for Detour Service.
520.384 Piloting.

521 Passenger Trains.

521.1 Make-up of Passenger Trains.

521.11 Position of Cars in Passenger Trains.

521.12 Practice of Splitting and Consolidating Passenger Trains.
Movement of Freight Cars in Passenger Trains (see 542.208).

521.2 Movement of Passenger Trains.

521.21 Delays and Detentions of Passenger Trains.

521.211 Failure to make Schedule Time.
521.212 Holding for Connections.

521.22 Rough Handling.

521.3 Passenger Train Service.

521.301 Accessory Service—Sale of Newspapers, Tobacco, Candy, etc.

521.301.1 Contract with News Co.

521.302 Instructions as to Loading and Unloading Passengers.

521.302.1 Passing Trains Discharging Passengers at Stations.

521.303 Articles Thrown from Trains and at Trains.
521.304 Manner of Announcing Stations.
521.305 Locking Rear Doors while Collecting Tickets.

521.31 Through Fast Express Train Service.

521.311 Limited Excess Fare Train Service.

521.32 Mail Train Service.
521.33 Accommodation Train Service.
521.34 Surburban Train Service.
521.35 Excursion Trains.
521.36 Non-Revenue Train Service.
521.37 Market and Milk Trains.
521.38 Shop Trains.
521.39 Other Passenger Train Service.

522 Freight Trains.

522.1 Make-up of Freight Trains.

522.12 Position of Cars in Freight Trsains.

522.13 Loading of Trains.

522.2 Movement of Freight Trains.

522.21 Delays and Detentions of Freight Trains.

522.211 Complaints, Slow Time and Movement.

522.3 Freight Train Service.

522.31 Fast Freight Train Service.

522.32 Preference Freight Train Service.

522.33 Local Freight Train Service.

523 Work Trains.

529 Special Trains.

529.01 Charge per Mile for Use of.

529.1 Newspaper Trains.

529.2 Advertising Trains for Manufacturers.

529.9 Other.

530 Locomotives—Utilization of.

530.01 Locomotive Power Situation.
530.02 Locomotives and Crews Furnished Supervisors or for Work for Outside Parties.
530.1 Lease of Locomotives.
530.11 Rental Charge for Use of.
530.12 Hire of, as Between Our Own and Affiliated Lines.
530.2 Assignment and Transfer.
530.3 Freight Locomotives—Use of in Passenger Service.
530.4 Storage of Locomotives.

531 Loading of Locomotives.

531.1 Tonnage Rating.

532 Movement of Locomotives.

532.001 Mileage of Locomotives.
532.01 Movement of Disabled Locomotives to Terminal Points.
532.02 Running Locomotives Backward.
532.03 Turning of Locomotives.
532.04 Engine Movement at Round Houses and Shops.
532.1 Economies in Handling Locomotives.
532.11 Length of Locomotive Runs.
532.12 Double Heading.
532.13 Link System of Running.
532.2 Delays and Detentions to Locomotives.

540 Cars—Utilization of.

540.1 **Lease of.**

541 Passenger Cars, Operation of.

541.01 **Assignment and Transfer.**
541.02 **Storage of Passenger Cars.**
541.1 **Supply of Passenger Cars.**
541.11 **Orders for.**
541.111 Coaches.
541.112 Sleeping, Parlor, Observation.
541.113 Dining, Café, Buffet.
541.114 Baggage, Mail, Express, Horse Express.
541.115 Combination.
541.116 Business and Private.
541.117 Hunting.
541.119 Other Passenger Cars.
541.2 **Movements of Passenger Cars.**
541.201 Mileage of Passenger Equipment Cars.
541.202 Interchange of Passenger Cars.
541.21 **Special Cars of Home Lines.**
541.22 **Special Cars of Foreign Lines.**
541.23 **Private Cars.**
541.24 **Advertising and Exhibit Cars.**
541.25 **Fish Commission Cars.**
541.26 **Pullman Cars—Movement.**
541.29 **Movement of Other Cars.**
541.3 **Sleeping, Parlor and Observation Car Line Service.**
541.31 **Reservation of Space.**
541.32 **Complaints Regarding Service.**
541.321 Porters Sleeping.
541.33 **Use of as Hotels During Conventions, etc.**
541.4 **Dining Car Service.**
541.401 Cost of Operation.
541.402 Inspection of Service.
541.403 Sale of Liquors.
541.404 Serving Free Tea or Coffee on Certain Trains and in Emergency Cases.
541.41 **Meals, Dining Cars.**
541.411 Bills of Fare.
541.412 Hours of Serving.
541.413 Price of Meals.
541.414 Complaints of Passengers.
Supplies—See 027.1

542 Freight Cars, Operation of.

542.01 **Weighing.**
542.011 Light Weighing.
542.012 Charges for.
542.02 **Car Cards, Card Holders, Method of Holding.**
542.03 **Assignment and Transfer.**
542.031 Freight Cars Assigned to Special Service.

542.1 **Freight Cars—Supply of.**
542.101 Car Shortage.
542.102 Restrictions in Use of.
542.103 Rating Mines for Distribution of Cars.
542.11 **Orders for and Distribution of Cars.**
542.111 Flat Cars.
542.112 Gondolas, Hopper, Side Dump, Ore, Coke.
542.113 Live Stock, Horse Stock, Poultry, etc.
542.114 Box, Furniture, Carriage and Automobile.
542.115 Refrigerator, Vegetable, Produce, Frost-proof Car.
542.116 Tank Cars.
542.117 Heater Cars.
542.118 Cabin and Cabooses.
542.119 Other.

542.2 **Freight Cars—Movement of.**
542.201 Mileage of Freight Cars.
542.203 Location Statements.
542.204 Tracing.
542.205 Disking, Blockades.
542.206 Audits of Freight Car Movement.
542.207 Conductors Car Reports.
542.208 Movement of Freight Cars in Passenger Trains.
542.21 **Delays to Cars at Stations and Terminals.**
542.211 Reports of.
542.212 Storage of Cars.
542.213 Misuse of Cars.
542.214 Accumulation of Cars. Yards Blocked.
542.215 Handling of Delayed Cars.
542.22 **Picking Up and Setting Off.**
542.23 **Complaints—Slow Time.**

542.3 **Loading and Unloading.**
542.31 **Rules for Loading and Unloading.**
542.32 **Stopping Cars En Route for Partial Loading and Unloading.**
542.33 **Loading for Cars En Route Home.**

542.34 **Underloading and Overloading.**

542.341 Weight Limits.

542.342 Improper Loading of Cars, Improper Dimensions, etc., Transfer of Lading.

542.35 **Condition of Cars for Loading.**

542.351 Shippers Placing Cars in Condition for Loading.

542.37 **Sealing Instructions, Seals and Seal Presses.**

542.4 **Interchange of Freight Cars.**

542.401 Rules.

542.401.1 Delivery of Car—What Constitutes.

542.402 Relations with Water Lines (Car Ferries).

542.403 Interchange Reports.

542.404 Home Cars Refused by Foreign Roads.

542.405 Foreign Cars Refused by Home Roads.

542.41 **Charge for Use of.**

542.411 Per Diem Charge.

542.412 Mileage Rate.

542.413 Pay Interest or Valuation for Use of.

542.414 Car Service Charges, Demurrage.

542.415 Improper Returns Made by Foreign Companies.

542.42 **Returning Cars Home.**

542.421 Home Route Cards.

542.422 Junction Reports.

542.48 **Individual Cars—Movements of, etc.**

542.480.1 Relations with Individual Car Lines.

542.481 Fruit and Vegetable Car Lines.

542.481.1 Merchants Fruit Despatch.

542.481.2 Eastman Heater Cars.

542.482 Live Stock and Refrigerator Car Lines.

542.482.1 Armour Car Lines.

542.482.2 Swift Car Lines.

542.483 Coal, Ore and Coke Car Lines.

542.483.1 H. C. Frick Coke Co.

542.483.2 Illinois Steel Co.

542.483.3 J. W. Ellsworth & Co.

542.484 Carriage and Furniture Car Lines.

542.485 Tank Car Lines.

542.489 Other Individual Car Lines.

560 Safety Measures—Signals.

560.01 Signals in General, Forms, Colors, Sounds.
560.1 Supervision of Signals.
560.2 Signal Rules.
560.3 Oil—Kind to Use in Signals.
560.31 Oil Tanks for Stations, Towers, etc.
560.4 Condition.
560.41 Inspection of Signal Appliances, Signals and Interlockings.
560.42 Signal Failures.
560.43 Repairs of Signals and Interlockings.
560.44 Signal Efficiency Tests.

561 Station Signals.

561.1 Station Flags and Flag Poles.

562 Train Signals.

562.1 Classification Signals and Markers.
562.11 Classification Flags.
562.12 Classification Lamps.
562.2 Intercommunication.
562.21 Signal Apparatus for Trains.
562.22 Air Whistle Signals.
562.23 Bell Cords.
562.24 Whistling and Bell Ringing.
562.3 Danger Signals.
562.31 Torpedoes and Fusees.
562.4 Train Order Signals.

563 Block Signals.

563.1 Manual Block Signals.
563.2 Automatic Block Signals—Semaphore Electric.
563.3 Automatic Block Signals—Disc Electric.
563.4 Automatic Block Signals—Semaphore Pneumatic.
563.5 Automatic Block Signals—Semaphore Gas.

564 Interlockings (Correspondence relative to particular interlockings to be filed by location.)

564.1 Towers.
564.2 Semaphore Posts and Arms.
564.3 Levers.

For General Designs and Specifications, see 321.6.

569 Signals—Other.

569.1 Lanterns.

569.11 Broken Globes.

569.2 Car Inspectors' Signals.

569.3 Dwarf Signals.

569.4 Fog Signals.

569.5 Switch Signals and Lamps.

570 Telegraph and Telephones.

570.01 Franks and Passes of Com'l Tel. Companies.
570.02 Use of Wires for Other than R. R. Business.
570.03 Messages to and from Patrons—Handling Free.
570.04 Interruptions to Line.

570.1 Instructions to Operators.
570.2 Expenses.
570.3 Renewal and Extensions.

570.31 Estimates, Diagrams, etc.
570.32 Program.
570.33 Authorities.
570.34 Repairs.

571 Construction.

571.1 Poles and Fixtures.

571.11 Poles.
571.13 Cross Arms.
571.14 Use of Poles by Others.

571.2 Line.

571.21 Wire.

571.22 Cable.
571.23 Insulators.
571.24 Protection to Line.

571.3 Instruments.
571.4 Battery Material.
571.5 Telephone Selectors.
571.6 Batteries, Dynamoters and Other Sources of Current.

572 Telegraph Service.

572.001 Commercial Telegraph Business.

572.01 Complaints Regarding.
572.02 Wire Reports.
572.03 Unnecessary Telegraphing, Restricting.
572.04 Telegraph Cipher Code.
572.05 Changes in Office Calls.
572.06 Special Systems, Quads, Automatics, etc.

572.1 Contracts.
572.2 Rates.

572.21 Free Service.

572.3 Revenue.

572.31 Remittances.

572.311 Error Sheets.

572.312 Reports.

572.4 Special Service (Acct. Elections, etc.).

572.5 Telegraph Offices—Opening and Closing, etc.

572.6 Wireless.

572.7 Marine Cables and Cablegrams.

573 Telephone Service.

573.01 Complaints Regarding.

573.02 Orders for Telephone Service.

573.1 Contracts.

573.2 Rates.

573.3 Branch Exchanges.

573.4 Interior Telephone Systems.

573.5 Switch Boards, Facilities, etc.

573.6 Telephone Circuits.

573.7 Private Line Service.

573.8 Public Exchange Service.

573.81 Pay Stations and Booths.

574 Telautograph.

580 Accidents.

580.1 Charts Showing Location of.
580.2 Causes of.
580.3 Empoyers' and Employes' Liability.
580.4 Coroners' Inquests.
580.5 Precautions Taken to Avert Accidents.

581 Train Accidents.

(File in geographical and date order. If desired, character of accident can be indicated in following manner: Derailments, 1; Collisions, 2; condition of track, 3; condition of equipment, 4; train orders, 5; other, 9; etc.)

581.01 Wrecks.
581.011 Wreck Trains and Equipment, Movements of.
581.012 Wrecking Forces.
581.07 Attempts to Wreck Trains.

582 Personal Injuries.

(File in geographical and date order, keeping card index to individual cases, showing name, place, date, amount of claim, amount of settlement, etc.)

582.01 Stretchers.
582.02 Medicines and Cases.
582.1 Medical Attendance.
582.11 Company Surgeons and Physicians.
582.12 First Aid to the Injured.
582.2 Hospitals, Relationship with.
582.3 Artificial Limbs, Rolling Chairs, etc.
582.7 Attempts to Defraud Company.

600 Traffic, Rates, etc.

610 Passenger Traffic.

620 Freight Traffic.

630 Baggage, Transportation of, Handling, etc.

640 Mail, Transportation of, etc.

650 Express, Transportation of, etc.

600 Traffic—Rates.

600.01 Articles Lost and Found.

600.1 Statistics.

600.11 Passenger Statistics.

600.118 Electric Line Statistics.

600.12 Freight Statistics.

600.2 Traffic Associations.

600.201 Trunk Line.

600.202 Central Traffic.

600.21 Passenger.

600.22 Freight.

601 Tolls and Rates in General—Zone Rates, etc.

601.1 Rates, Basis for Making, Quotations, Division of, Percentages, Commissions, Agreements for Maintenance.

601.2 Tariffs.

601.201 Methods of Issuing.

601.202 Posting.

601.203 Requests Made for.

601.204 Requests Received for.

601.21 Tariffs—Interstate.

601.211 Filing with Interstate Commerce Commission.

602 Advertising.

602.1 Relations with Newspapers and Periodicals.

602.2 Contributions, Donations, Subscriptions.

602.3 Advertising in Stations—Posting Notices or Signs.

602.4 Advertising in or on Cars—Distributing Matter on Trains.

610 Passenger Traffic.

Where desired, any of the Passenger Traffic Files can be sub-divided by affixing to such numbers the following:

1 Rates.
2 Tickets.
3 Passes.

(01 Northeastern or North Atlantic States.—(011 Maine; (012 New Hampshire; (013 Vermont; (014 Massachusetts; (015 Rhode Island; (016 Connecticut; (017 New York; (018 Pennsylvania; (019 New Jersey.

(02 Southeastern or South Atlantic States.—(021 Delaware; (022 Maryland; (023 District of Columbia; (024 West Virginia; (025 Virginia; (026 North Carolina; (027 South Carolina; (028 Georgia; (029 Florida.

(03 South Central or Gulf States.—(031 Alabama; (032 Mississippi; (033 Louisiana; (034 Texas; (036 Indian Territory-Oklahoma; (037 Arkansas; (038 Tennessee; (039 Kentucky.

(04 North Central or Lake States.—(041 Ohio; (042 Indiana; (043 Illinois; (044 Michigan; (045 Wisconsin; (046 Minnesota; (047 Iowa; (048 Missouri.

(05 Western or Mountain States.—(051 Kansas; (052 Nebraska; (053 South Dakota; (054 North Dakota; (056 Montana; (057 Wyoming; (058 Colorado; (059 New Mexico.

(06 Pacific States.—(061 Arizona; (062 Utah; (063 Nevada; (064 California; (065 Oregon; (066 Idaho; (067 Washington; (068 Alaska.

(07 Mexico and Central America.

(08 Canada.

EXAMPLE: The number for the G. A. R. is 612.11; to indicate passenger rates for. affix (1, or 612.11(1; tickets, affix (2, or 612.11(2; etc.

To indicate Illinois Division, affix (043, or 612.11(043, etc.

610.1 Passenger Rates.

610.11 Differentials on Passenger Business.

610.12 Extra or Excess Fares on Certain Passenger Trains.

610.13 Sleeping and Parlor Car Rates.

610.14 Special Rates.

610.141 Reduced Passenger Rates for Employes.

610.142 Government Rates, Passenger.

610.143 Suburban or Commutation Rates.

610.144 Emigrant Rates.

610.145 Clergymen's Rates.

610.146 Excursions.

610.146.1 To Points on Home Lines.

610.146.2 Home Seekers and Others to Points Off Home Lines.

610.147 Rates—Laws Regulating.

610.149 Other Reduced Rates

610.149.1 Reduced Rates Account Charity.

610.2 Tickets.

610.200.1 Orders for New Supply.

610.200.2 Chart of Forms.

610.200.3 Sale of Tickets, Instructions Regarding.

610.200.31 Commissions on sale of tickets.

610.200.4 Ticket Reports.
610.200.5 Tickets, Other Roads Honoring.
610.200.6 Failure to Collect Tickets or Fares.
610.200.7 Carrying Passengers Without Proper Transportation.
610.201 Free Tickets Furnished Various People.
610.202 Scalping Tickets.
610.203 Forgeries and Alterations.
610.204 Lost and Stolen Tickets, Bulletining, etc.
610.205 Redemption of Tickets.
610.206 Extension Time Limit of Tickets.
610.207 Stop Overs.
610.208 Errors in Selling or Lifting.
610.209 Tickets Not Good on Certain Trains.
610.21 Reduced Rate Tickets.
610.211 Employes' Family Tickets.
610.212 Mileage Books—Interchangeable.
610.213 Suburban or Commutation Tickets.
610.214 Clergymen's Orders.
610.215 Excursions.
610.22 Coupon Tickets.
610.23 Interline Tickets.
610.24 Sleeping and Parlor Car Tickets.
610.25 Duplex Memorandum—Cash Fares Collected on Trains.
610.29 Other Tickets.
610.3 Passes.
610.300.1 Orders For New Supply.
610.300.2 Gate Permits and Building Passes.
610.300.3 Telegraph Passes.
610.31 Instructions Regarding Passes.
610.311 Passes—Instructions to Conductors.
610.312 Rules as to Manner of Making Out Passes.
610.313 Counter-signature of Passes.
610.315 Passes, Restricting, Not Good on Certain Trains.
610.315.1 Passes Good on Freight Trains and Locomotives.
610.32 Passes, to Whom Issued.
610.321 Passes, Agreements as to Issue of Exchange Passes.
610.322 Passes, Issue of, to Shippers.
610.322.1 Giving Passes or Furnishing Tickets to Influence Traffic.
610.322.2 Live Stock Drovers Transportation.
610.323 Government and Municipal Officials and Employes.
610.324 Passes for Employes.
610.324.1 Annual and Term.
610.324.2 Trip Passes.
610.324.3 Passes for Ex-Employes of Veteran Associations, etc.
610.324.4 Rules Governing Requests.
610.324.5 Practice as to Issuing to Employes and Families.

610.325 Passes Account Charity.
610.326 Passes Account Labor Organizations.
610.327 Honoring Identification Cards for Transportation.
610.328 Passes and Sub-postal Commissions for Mail Clerks.
610.329 Other Passes.

610.329.1 Special Car Passes.

610.33 Passes—Misuse of, etc.

610.330.1 Bulletining.

610.331 Alterations on.
610.332 Forgeries.
610.333 Lost and Stolen—Outlawing.

610.8 Relations with Traveling Public.

610.801 Passengers on Wrong Trains, Carried Out of Route or Beyond Destination—Instructions for Returning.
610.802 Passengers Ill or Dying on Trains or in Stations.
610.803 Demented Passengers—Care, Responsibility, etc.
610.804 Passengers Placing Baggage in Aisles.
610.805 Tips to Porters and Others.
610.806 Disorderly or Intoxicated Passengers.
610.807 Passengers Turning, or Occupying More than One Seat, Placing Feet on Seats, etc.
610.808 Passengers, Attempts to Defraud Company.
610.809 Passengers Standing on Platforms, Alighting from or Boarding Trains in Motion.

610.81 Non-paying Passengers Seated in Pullman Cars when Train is Crowded. Passengers Obliged to Stand.
610.82 Ejecting Passengers, Rules Governing.
610.83 Passengers Robbed.
610.84 Gambling on Passenger Trains.
610.85 Transportation of Children Without Attendants.
610.86 Freight Trains Carrying Passengers, Permits to Ride on.
610.87 Refund of Fares.
610.88 Emigrants, Handling.
610.89 Passengers Missing Connection, Care of.

611 Federal and State.

611.1 Army and Navy.
611.2 National Guards (File by States and Divide into Divisions, Brigades, Regiments and Companies if Desired).
611.8 Public Institutions.
611.81 Insane Asylums and Feeble-minded Schools.
611.82 Children's Home (Orphans).
611.83 County Infirmaries.
611.84 Penitentiaries.
611.85 Soldiers' Homes.
611.851 National.
611.852 State.
611.89 Other Public Institutions.

612 Societies.

612.1 Army and Navy Societies.
612.11 Grand Army of the Republic.
612.12 Loyal Legion.
612.13 Spanish War Veterans.
612.14 Sons and Daughters of Revolution.
612.19 Other Army and Navy Societies.
612.2 Secret Societies.
612.21 Masons.
612.211 Order of Mystic Shrine.
612.212 Knights Templar.
612.213 Scottish Rite Masons.
612.219 Other Masonic Societies.
612.22 Odd Fellows.
612.23 Knights of Pythias.
612.24 Benevolent Protective Order of Elks.
612.25 Royal Arcanum.
612.26 Woodmen of America.
612.27 Ancient Order United Workmen.
612.271 Ladies' Auxiliary A. O. U. W.
612.29 Other Secret Societies.
612.3 Religious Societies.
612.301 Young People's Society of Christian Endeavor.
612.302 Knights of St. Andrew.
612.303 Women's Christian Temperance Union.
612.31 Catholic.
612.311 Knights of St. John.
612.312 Catholic Benevolent Legion.
612.313 Catholic Y. M. C. A.

612.32 **Presbyterian.**

612.321 Cumberland Presbyterian.
612.322 United Presbyterian.
612.323 Reformed Presbyterian.
612.324 Congregational.

612.33 **Baptist.**

612.331 Baptist's Young People's Union.

612.34 **Methodist.**

612.341 Epworth League.

612.35 **Jewish.**
612.36 **Campbellite or Christian—Disciples.**
612.37 **Lutheran.**
612.38 **Episcopal.**
612.39 **Other.**

612.391 Unitarian.
612.392 Universalist.
612.393 Adventist.
612.394 Quakers—Friends.

612.4 **College Societies.**

612.41 **Glee and Mandolin Clubs.**

612.5 **Educational Societies.**

612.51 **National Educational Association.**
612.52 **Teachers' Associations.**

612.6 **Political Societies.**

612.601 National Conventions.
612.602 Congressional Conventions.
612.603 Judicial Conventions.
612.604 State Conventions.
612.605 Inaugurations—Presidential, Governors, etc.

612.61 **Republican.**
612.62 **Democratic.**
612.63 **Prohibition.**
612.64 **Populist.**
612.65 **Socialistic or Labor.**
612.69 **Other.**

612.7 **Labor Organizations.**

612.71 **National Federation of Labor.**

612.8 **Social Clubs.**

612.81 **National Federation of Women's Clubs.**

612.9 **Other.**

613 Shows and Circuses.

613.1 Wild West Shows.
613.2 Circuses.
613.9 Other.

614 Theatrical

614.01 Theatrical Baggage and Scenery.
614.02 Theatrical Companies—Special Cars, Movements, etc.
614.1 Opera.
614.2 Dramatic.
614.3 Vaudeville.
614.4 Minstrel.
614.9 Other.

615 Sports.

615.1 Athletic Associations.
615.2 Aquatic.
615.21 Yacht Races.
615.22 Fishing.
615.3 Hunting.
615.4 Base Ball.
615.41 National Base Ball League.
615.42 American Base Ball League.
615.43 Western Base Ball Association.
615.49 Minor Base Ball Leagues.
615.491 Amateur Baseball Leagues.
615.5 Foot Ball.
615.6 Prize Fights.
615.7 Races.

616 Fairs, Expositions and Assemblies.

616.1 Assemblies.
616.2 Expositions and Centennials.
616.3 Fairs.
616.31 World's Fairs.
616.32 State Fairs.
616.33 County Fairs.

617 Health and Pleasure Resorts.

617.1 Health Resorts.
617.2 Pleasure Resorts.
617.21 Seashore Resorts.
617.22 Lake Resorts.
617.23 Picnics.

619 Other.

619.1 Fire Companies and Equipment.

620 Freight Traffic.

Where desired, any of the Freight Traffic Files can be sub-divided by affixing to such number the following:

1 Rates.
2 Weighing and Inspection.
3 Routing and Billing.
4 Soliciting.
8 Claims.

(01 Northeastern or North Atlantic States.—(011 Maine; (012 New Hampshire; (013 Vermont; (014 Massachusetts; (015 Rhode Island; (016 Connecticut; (017 New York; (018 Pennsylvania; (019 New Jersey.

(02 Southeastern or South Atlantic States.—(021 Delaware; (022 Maryland; (023 District of Columbia; (024 West Virginia; (025 Virginia; (026 North Carolina; (027 South Carolina; (028 Georgia; (029 Florida.

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(04 North Central or Lake States.—(041 Ohio; (042 Indiana; (043 Illinois; (044 Michigan; (045 Wisconsin; (046 Minnesota; (047 Iowa; (048 Missouri.

(05 Western or Mountain States.—(051 Kansas; (052 Nebraska; (053 South Dakota; (054 North Dakota; (056 Montana; (057 Wyoming; (058 Colorado; (059 New Mexico.

(06 Pacific States.—(061 Arizona; (062 Utah; (063 Nevada; (064 California; (065 Oregon; (066 Idaho; (067 Washington; (068 Alaska.

(07 Mexico and Central America.
(08 Canada.
(09 Export.

EXAMPLE: The number for wheat is 621.31; to indicate rates on wheat, affix (1, or 621.31(1; weighing and inspection, affix (2, or 621.31(2.

As commodities from all points of the line have usually a common destination, only such sub-division is desired, as will show destination, viz.: The number for corn is 621.32. To indicate corn for Baltimore or other points in Maryland, affix 022, or 621.32(022. Ordinarily, however, it will be found unnecessary to show the state, as the territory will suffice, *i. e.*, instead of 621.32(022, use 621.32(02, which would indicate papers relative to corn destined to some point in Southeastern or South Atlantic States.

Numbers for several states are given, as they may at times be found useful for traffic points on the home lines.

620.001 Export Freight.
620.002 Seizure of Freight by Officers of the Law.
620.003 Attendants with Shipments Other than Live Stock.
620.004 Returning Empty Receptacles, Sacks, Pails, Barrels, Carboys, etc.

620.01 Freight Claim Associations.
620.02 Freight Classifications.

620.03 **Freight Charges.**
620.031 Collect on Delivery.
620.032 Commissions.
620.033 Prepay.
620.034 Accommodation List—Extension of Credit.
620.035 Guarantee of.
620.04 **Car Load.**
620.041 Charge for Use of Idlers.
620.05 **Less than Car Load.**
620.06 **Bonded Freight.**
620.1 **Freight Rates.**
620.101 Basis for.
620.11 **Local.**
620.12 **Joint.**
620.121 Percentages or Divisions.
620.122 Proportional.
620.123 Rail and Lake.
620.13 **Export Rates.**
620.14 **Import Rates. Duty on Import Freight.**
620.15 **Terminal Charges.**
620.151 Switching Rates and Agreements—Payment of.
620.151.1 Pro-Rating.
620.151.2 Absorbing.
620.151.3 Refund.
620.152 Cartage and Drayage.
620.152.1 Transfer Between Depots.
620.153 Lighterers' Charges.
620.154 Floating Charges.
620.155 Storage Charges.
620.156 Bridge Tolls.
620.157 Terminal or Belt Railroad Charges.
620.158 Elevator Charges.
620.158.1 Grain Drying Rates.
620.16 **Free and Reduced Freight Rates.**
620.161 Government Rates.
620.162 Company Material and Supplies.
620.163 Railroad Employes.
620.164 Charity.
620.165 Contractor's Material.
620.2 **Weighing and Inspection.**
620.201 Board of Trade Certificates, Receipts, etc.
620.21 **Weights Estimated.**
620.22 **Weights, Minimum Car Load.**
620.23 **Weights, Shippers'.**

620.3 Routing and Billing.

620.301 Instructions, Methods, etc.—Routing and Billing.

620.301.1 Arrangements.
620.301.2 Billing Irregularities.
620.301.21 Loaded Cars Billed as Empty, and *vice versa*.
620.301.3 Errors, Return of Missent Freight.
620.301.4 Billing to Prepay Stations.
620.301.5 Through Billing—Coupon Cards.
620.301.6 Re-Billing and Reconsigning.

620.31 Bills of Lading.

620.310.1 Issue of Bill of Lading Before Freight Is Delivered.
620.310.2 Order, Delivery of Freight Without Surrender of Bill of Lading.
620.310.3 Fictitious Bill of Lading.
620.310.4 Protection of Bill of Lading.
620.310.5 Issuing Clear Bill of Lading.
620.310.6 Changing Straight Bill of Lading to Order.
620.310.7 Car Numbers on Bill of Lading.
620.310.8 Abstracts of Freight on Bill of Lading.
620.310.9 Other Bills of Lading.

620.311 Private Bills of Lading.
620.312 Export Bills of Lading.
620.313 Inland Bills of Lading.
620.314 Fast Freight Lines—Bills of Lading.
620.315 L. C. L. Freight.
620.316 Way Bills.

620.316.1 Manifests, Duplicate Copies of.
620.316.2 Card Way Bills.
620.316.3 Delays in Forwarding Way Bills—Errors in Handling.
620.316.4 Showing Weights on Way Bills.
620.316.5 Conductors' Cards (Mem. Billing).
620.316.6 Transfer Sheets.
620.316.7 Free Astray Way Bills.

620.319 Other Bills of Lading.

620.32 Changing Destination of Freight.
620.33 Diversions and Loss of Shipments.
620.34 Delays to Freight.

620.341 Tracers for Freight.

620.35 Routing Freight.

620.351 Routing via Home Lines.
620.352 Routing via Other Lines.
620.353 Routing Orders of Patrons.

620.36 Shippers' Marks and Company's Marks.
620.37 Transferring of Freight.
620.38 Storage of Freight.

620.4 **Soliciting Traffic.**

620.41 **Industries—Locating.**
620.42 **Relations with Patrons.**

620.421 Purchases from.
620.422 Shipments Received from Various Firms.
620.423 Furnishing Patrons with Data Regarding Shipments.

620.5 **Embargoes.**
620.6 **Packing, Loading and Unloading.**

620.61 **Manner of Packing, Durability of Packages, etc.**
620.62 **Loading and Unloading Instructions.**

620.7 **Receiving and Delivery of Freight.**

620.701 Receiving and Delivery Instructions.

620.71 **Notification of Arrival.**
620.72 **Receipting for Freight Delivered.**
620.73 **Free Delivery.**
620.74 **Delivery Orders of Patrons.**

620.8 **Freight Claims.**

620.81 **Carriers Risk.**
620.82 **Overcharge—Refund, etc.**
620.83 **Refused and Unclaimed Freight.**

620.831 Storage and Freight Charges on.

620.84 **Over and Short—Freight**
620.85 **Loss and Damage—Freight.**

620.851 Per Cent Loss and Damage to Revenue.
620.852 Pro-Rating with Other Lines.
620.853 Reclamation of Freight on Loss and Damage Claims.
620.854 Responsibility for.

620.854.1 Responsibility for Stolen Freight.
620.854.2 Responsibility for Loss and Damage in Transferring or Interchanging.

621 Products of Agriculture.

621.001 Crop Reports and Prospects.

621.02 **Fertilizers and Fertilizing Material.**

621.1 **Canned and Bottled Goods.**

621.11 **Cider, Vinegar and Pickles.**
621.12 **Preserves, Catsup, etc.**
621.13 **Food Preparations.**
621.14 **Extracts.**
621.19 **Other Canned and Bottled Goods.**

621.2 **Groceries and Provisions.**

621.3 Grain and Grain Products.

621.300.1 Grain Inspection.

621.301 Seeds.

621.302 Hay.

621.303 Straw.

621.303.1 Strawboard.

621.304 Brooms and Broom Corn.

621.305 Flax, Hemp and Jute.

621.305.1 Cordage.

621.306 Breakfast Foods.

621.307 Starch.

621.309 Other Grain Products.

621.31 Wheat.

621.311 Flour.

621.32 Corn.

621.33 Oats.

621.34 Rye.

621.35 Barley.

621.36 Buckwheat.

621.39 Other Grains.

621.4 Fruits, Vegetables and Perishable.

621.400.1 Care of in Cold Weather, Attendants with, etc.

621.400.2 Care of in Warm Weather, Icing, etc.

621.401 Fruits.

621.401.1 Green.

621.401.2 Dried.

621.401.3 Raisins.

621.402 Nursery Products.

621.41 Domestic Fruits.

621.411 Apples.

621.412 Peaches.

621.413 Pears.

621.414 Plums.

621.415 Grapes.

621.419 Other Domestic Fruits.

621.42 Berries.

621.421 Strawberries.

621.429 Other Berries.

621.43 Tropical Fruit.

621.431 Bananas.

621.432 Oranges.

621.433 Lemons.

621.434 Grape Fruit.

621.439 Other.

621.48 **Vegetables.**

621.481 Onions.
621.482 Potatoes.
621.483 Cabbage.
621.489 Other.

621.5 **Tropical Products.**

621.51 **Tobacco and Tobacco Goods.**
621.52 **Sugar, Molasses and Syrup.**
621.53 **Coffee, Tea and Cocoa.**
621.54 **Cotton, Cotton Seed and Cottoline.**
621.55 **Spices.**

621.541 Cotton Factory Products.
621.542 Linters.

621.6 **Nuts.**
621.9 **Other Products of Agriculture.**

621.91 **Hops.**
621.92 **Melons.**
621.93 **Plants and Flowers.**

622 Animals and Animal Products.

622.001 Abattoirs.
622.002 Offensive Freight, Tankage, etc.

622.01 **Hides, Skins, Pelts, Furs, etc.**

622.011 Leather.

622.011.1 Harness and Saddlery.
622.011.2 Belting.
622.011.3 Boots and Shoes.
622.011.4 Trunks and Satchels.

622.012 Feathers.
622.013 Wool.

622.013.1 Yarn.

622.02 **Glue and Glue Stock.**
622.03 **Soap, Candles and Soap Stock.**
622.04 **Lard, Tallow, Fat.**
622.05 **Dairy Products.**

622.051 Butter.
622.052 Eggs and Egg Cases.
622.053 Cheese.

622.06 **Oleomargarine.**
622.07 **Bones.**

622.1 **Live Stock.**
- 622.101 Attendants with.
- 622.102 Shrinkage.
- 622.103 Yardage Charges, Bedding, Watering.
- 622.104 Feeding Arrangements, 36 Hour Limit.
- 622.105 Instructions for Handling, Restrictions, etc.
- 622.106 Quarantine Restrictions, Disinfecting, etc.

622.11 **Horses and Mules.**
622.12 **Cattle.**
622.13 **Hogs.**
622.14 **Sheep.**
622.19 **Other.**

622.2 **Poultry, Game and Fish.**
622.21 **Oysters and Shells, Clams, etc.**

622.3 **Packing House Products.**
622.31 **Dressed Meats.**
- 622.311 Transportation of Meats, Inspection of, etc.

623 Products of Mines.

623.01 **Coal, Ore and Coke Statistics.**

623.1 Coal.
623.11 **Anthracite.**
623.12 **Bituminous.**
623.13 **Cannel.**
623.14 **Blacksmith.**
623.15 **Facings and Sea Coal.**
623.16 **Coke.**
623.18 **Lake Cargo and Fuel Coal.**
623.19 **Other.**

623.2 Ores.
- 623.201 Spelter.
- 623.202 Phosphate Rock.
- 623.203 Mineral Wool.
- 623.204 Asbestos and Products.

623.21 **Iron Ore.**
623.22 **Copper Ore.**
- 623.221 Copper Ingots and Slabs.

623.23 **Lead.**
- 623.231 Lead Bars, Pigs, etc.

623.24 **Zinc.**
623.25 **Tin.**
- 623.251 Pig Bar or Slab.
- 623.252 Plate.
- 623.253 Tinware, Tin Cans.
- 623.258 Scrap Tin.

623.26 **Aluminum.**
623.27 **Alloys.**
623.271 Brass and Bronze.
623.272 Solder, Babbitt, etc.
623.29 **Other.**
623.291 Fluor and Feldspar.
623.3 **Stone, Sand, Clay, etc., and their Products.**
623.301 Cement, Lime and Plaster Rock.
623.302 Brick.
623.303 Mantels and Grates.
623.304 Slate and Roofing Material.
623.305 Earthenware, Jugware, Pottery, Stoneware.
623.306 Sewer and Drain Tile Pipe.
623.307 Asphaltum and Products.
623.31 **Stone.**
623.311 Grindstones.
623.32 **Sand and Gravel.**
623.33 **Marble and Granite.**
623.331 Statuary and Monuments.
623.34 **Clay.**
623.35 **Glass and Glassware.**
623.9 **Other Mine Products.**
623.91 **Salt.**
623.92 **Soda and Soda Ash.**
623.93 **Alum.**
623.94 **Potash.**
623.95 **Kainite.**

624 Products of Forest.

624.01 **Resin.**
624.02 **Gum and Wax.**
624.03 **Tar and Pitch.**
624.04 **Bark and Bark Extract.**
624.05 **Charcoal.**
624.06 **Rubber and Rubber Goods.**
624.1 **Holly, Evergreens and Christmas Trees.**
624.2 **Cork.**
624.3 **Lumber, Wood, Sawdust, Logs, etc.**
624.4 **Trees and Shrubberies.**
624.5 **Manufactured Articles (Wood).**

625 Manufactures—Iron and Steel Mills and Furnaces.

625.01 Furnace Cinders, Slag, Ashes, etc.
625.02 Junk and Scrap.
625.1 Foundries and Products.
625.11 Furnaces, Heaters and Radiators.
625.12 Boilers and Tanks.
625.13 Safes, Vaults and Prison Work.
625.14 Hardware and Stoves.
625.15 Pipe, Iron, Cast or Wrought.
625.16 Pumps and Pump Material.
625.17 Fountains.
625.2 Machine Shops.
625.201 Machinery.
625.21 Locomotives for Shipment.
625.22 Sewing Machines.
625.23 Guns and Gun Carriages.
625.24 Firearms.
625.25 Tools and Instruments.
625.26 Musical, Nautical and Surgical Tools.
625.3 Iron and Steel Works.
625.301 Billets.
625.302 Pig Iron, Cinder and Scale.
625.303 Ties and Bands.
625.31 Nails, Wire and Rods, Wire Goods, Chain.
625.32 Bridges and Bridge Material.
625.33 Rails and Fastenings, Frogs and Switches.
625.34 Sheet and Tin Plate Bars.
625.39 Other Steel and Iron Products.
625.4 Plumbing Material and Supplies, Gas and Electric Fixtures.

626 Manufactures—Other Mills and Factories.

626.1 Textile Factories or Mills.
626.101 Rags.
626.102 Waste.
626.11 Dry Goods and Notions.
626.12 Hats and Caps.
626.13 Silk.
626.14 Hosiery.
626.2 Carriage and Car Factories—Vehicles.
626.21 Vehicles and Parts.
626.22 Trucks and Wheelbarrows.
626.23 Bicycles.
626.24 Cars—New for Shipment.
626.25 Fire Apparatus.
626.26 Automobiles, Motor Cars, Self Propelled Vehicles.

626.3 **Electric Manufacture.**

626.31 **Dynamos and Other Machinery.**
626.39 **Other Electrical Apparatus.**

626.4 **Paper Mills and their Products.**

626.41 **Wall Paper.**

626.5 **Military Accoutrements, Ammunition, etc.**

626.51 **Ammunition, Fixed.**
626.52 **Military Accoutrements.**
626.53 **Shot.**
626.54 **Fire Works.**
626.56 **Powder and High Explosives.**

626.561 Manner of Handling Dangerous Material.

626.6 **Minor Products.**

626.601 Brooms, Brushes, etc.
626.602 Matches.
626.603 Baskets and Other Woven Ware.
626.604 Toilet Articles and Novelty Goods.

626.61 **Agricultural Implements.**
626.62 **Books, Stationery, Inks, etc.**
626.63 **Sporting Goods.**
626.64 **School Supplies, Photo Supplies.**
626.65 **Bags, Bagging, Burlaps.**
626.66 **Dental Goods.**
626.67 **Dye Stuffs.**
626.68 **Household Goods and Emigrants' Movables.**

626.681 Carpets, Matting and Window Shades.
626.682 Mattresses.
626.689 Other Household Goods.

626.7 **Furniture.**

626.71 **Store Fixtures.**

626.9 **Other Products.**

626.91 **Toys.**
626.92 **Merry-go-rounds.**
626.93 **Fire Proofing.**
626.94 **Confectionery, Cakes, Candy, etc.**
626.95 **Ice.**
626.96 **Musical Instruments.**

626.961 Pianos and Organs.

626.97 **Contractors' Outfits, Material, etc.**

627 Manufactures—Other.

627.1 **Oil, Paints, etc.**

627.11 **Petroleum and Other Oils.**

627.12 **Turpentine.**

627.13 **Paint, Putty and White Lead.**

627.14 **Naphtha.**

627.15 **Gasoline.**

627.16 **Varnish.**

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635.4 Milk, Butter, etc., Transportation of, in Baggage Cars.

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650.12 Express Franks.

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652.2 Shortages.
652.3 Damage to Express Goods, Claims, etc.

653 Express charges, refunds, etc.

900 Local Facilities and Affairs.

As previously stated, the correspondence relating to local matters in any one town almost invariably combines two or more subjects, and No. 9 is used for providing a number for each station on the Lines, the idea being that so far as possible correspondence will be filed according to location. The correspondence in connection with improvements in the passenger station at Cheboygan, for instance, also covers improvements to the freight station, the opening and closing of public streets, removal of the shops, elevation of tracks, additional crossing watchmen, belt line around the town, entrance of other railroads, etc. It is hard to determine just in what way any of these matters will come up in the future and a number could hardly be provided in any other way which would take care of all of them.

Correspondence relating to local matters other than Traffic and Accounts in any town should be filed in this series. Example, Main Tracks and Passing Sidings, Branches, etc., should be filed under general numbers assigned to the respective divisions; and Sidings, Yards, Stations, Ordinances, etc., for any particular town should be filed under the number assigned to it.

While correspondence relating to general policy of Company regarding abolition of grade crossings would be filed under 322, that relating to elevation of tracks at Chicago should be filed under number for Chicago.

The General numbers under Series 9 have been used to provide numbers for each state in the United States, and for foreign countries, for filing correspondence relating to local matters at points off the Home Lines. See page 105. The grand sub-division numbers of this series (i. e., 910, 920, 930, 940, 950, 960, 970, 980, and 990) have been left vacant, it being impossible to include in this volume a number for each station on every road in the United States.

Every Company has assigned numbers to each Division and station on its road, for use in connection with wheel reports of freight conductors, ticket reports of passenger conductors, etc. These numbers can readily be used, without

conflict with the remainder of the Decimal Classification, by prefixing the figure 9 to such numbers. Example:

If the number assigned Chicago is 416, the file number would be 9416, etc., etc.

Or, if desired, decimal numbers can be used, by using the numbers 910, 920, 930, 940, 950, 960, 970, 980 and 990 for the respective systems, then sub-dividing each into Divisions, i. e., 910 into 911, 912, 913, 914, etc. Each Division can then be sub-divided into sections, and the sections into stations.

For sub-dividing the correspondence relating to any one division or town the following are suggested:

(0 General.
- (01 Employes.
- (07 Ordinances, etc.

(2 Accounts.

(3 Roadway and Structures.
- (31 Right of Way.
- (32 Crossings.
- (33 Roadbed.
- (34 Tracks.
  - (346 Main and Passing Tracks.
  - (347 Yards.
  - (349 Private Sidings (file alphabetically.)
- (35 Buildings.
  - (351 Station Buildings.
  - (352 Engine Houses and Shops.
  - (355 Fuel and Water Stations.
- (37 Docks, Wharves and Landings.

If but half the time now required for the Record of Correspondence be used for properly assorting the papers in the various files—arranging some alphabetically, others geographically, others in date order, etc., the files will be greatly improved.

The following numbers are suggested for such correspondence relating to matters off the line, as it may be desired to file geographically:

900 Local Facilities and Affairs—General.

900.1 Canada, British America.
900.2 Mexico, Central America.
900.3 United States and Territories. (General.)
900.4 South America.
900.5 Europe.
900.6 Asia.
900.7 Africa.
900.9 Other Foreign Countries.

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901.2 New Hampshire.
901.3 Vermont.
901.4 Massachusetts.
901.5 Rhode Island.
901.6 Connecticut.
901.7 New York.
901.8 Pennsylvania.
901.9 New Jersey.

902 South-eastern or South Atlantic.

902.1 Delaware.
902.2 Maryland.
902.3 District of Columbia.
902.4 West Virginia.
902.5 Virginia.
902.6 North Carolina.
902.7 South Carolina.
902.8 Georgia.
902.9 Florida.

903 South Central or Gulf.

903.1 Alabama.
903.2 Mississippi.
903.3 Louisiana.
903.4 Texas.
903.5

903.6 Indian Territory. (Oklahoma.)
903.7 Arkansas.
903.8 Tennessee.
903.9 Kentucky.

904 North Central or Lake.

904.1 Ohio.
904.2 Indiana.
904.3 Illinois.
904.4 Michigan.
904.5 Wisconsin.
904.6 Minnesota.
904.7 Iowa.
904.8 Missouri.
904.9

905 Western or Mountain.

905.1 Kansas.
905.2 Nebraska.
905.3 South Dakota.
905.4 North Dakota.
905.5
905.6 Montana.
905.7 Wyoming.
905.8 Colorado.
905.9 New Mexico.

906 Pacific.

906.1 Arizona.
906.2 Utah.
906.3 Nevada.
906.4 California.
906.5 Oregon.
906.6 Idaho.
906.7 Washington.
906.8 Alaska.

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Giving numbers used in the Railroad Correspondence File.

Subjects in bold-faced type are sub-divided in the preceding Decimal Classification.

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